Tradestone Software Manual
Urban Outfitters, Inc.

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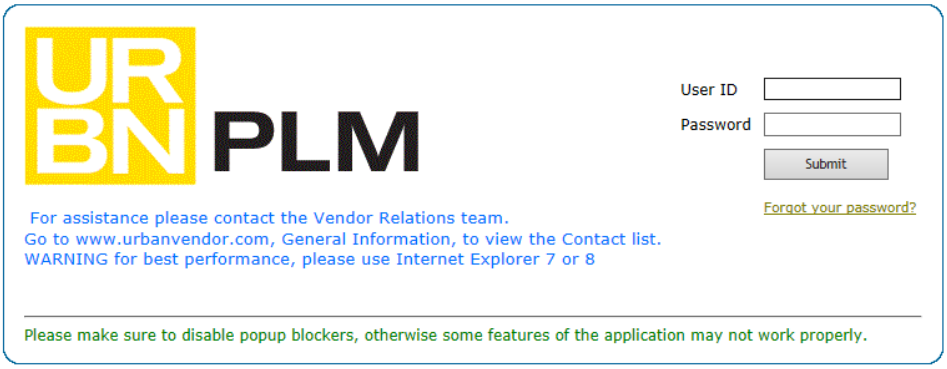
All merchandise PO's for Urban Outfitters Inc., (URBN) brands **(Urban Outfitters, Anthropologie, Free People, BHLDN, and Terrain)** flow through the Tradestone system.

As an URBN vendor, you are required to complete the following <u>in Tradestone:</u>

- Accept new and revised purchase orders
  - Request changes to purchase orders when necessary
- Enter a valid customs description of goods
- Create packing lists and submit for approval
- Generate UCC-128 carton labels
- Send ASN to URBN
- Create commercial invoices

How to Log on to Tradestone

To access the Tradestone platform, go to: https://tradestone.urbanout.com


URBN PLM
User ID
Password
Submit
Forgot your password?
For assistance please contact the Vendor Relations team.
Go to www.urbanvendor.com, General Information, to view the Contact list.
WARNING for best performance, please use Internet Explorer 7 or 8
Please make sure to disable popup blockers, otherwise some features of the application may not work properly.

Enter the Username and Password provided by your URBN vendor relations team at the time of registration. The format of a log in will always be modeled after the below.

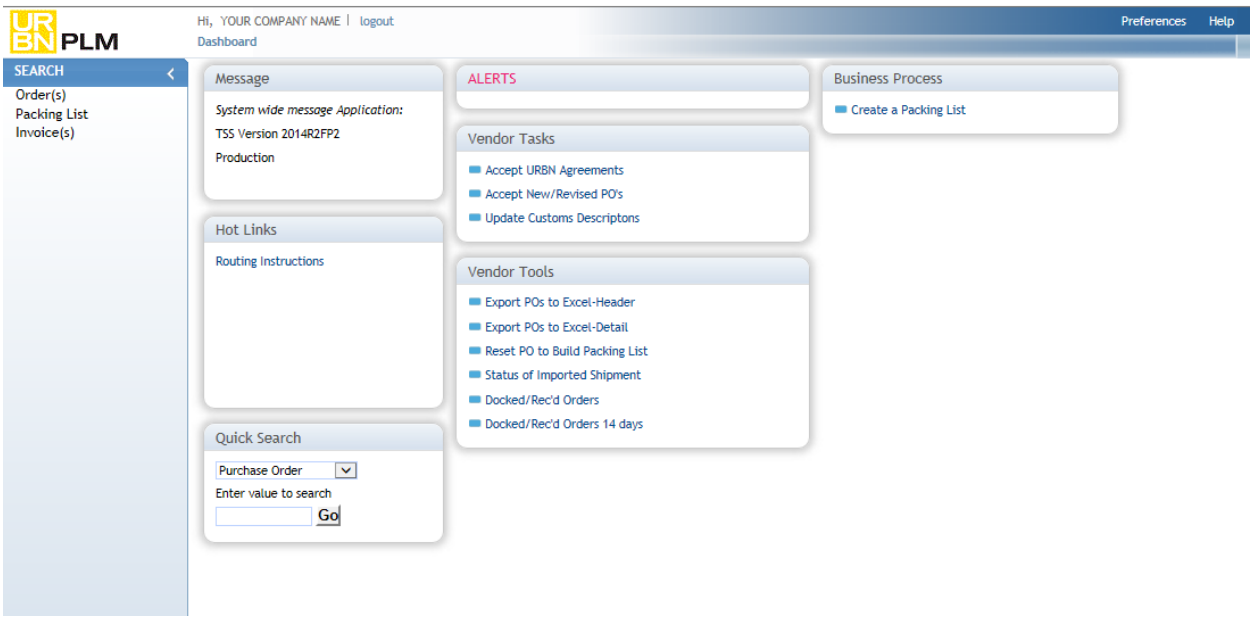
User ID: ven-xxxxx-01
Password: xx@xxxxx

Be sure to type the exact username/ID and password provided in the congratulatory email, including the *"ven"* and all dashes. The password is case sensitive.

Once logged in successfully, you will arrive to the Tradestone dashboard.

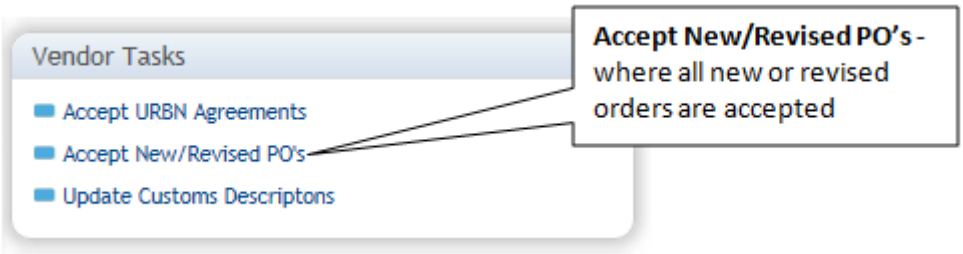
Tradestone Dashboard

The Tradestone home page/log in screen is referred to as the **"dashboard."** The layout of a typical vendor dashboard is shown below.
(*please note you may have additional queries on your dashboard, depending on the type of business you will be doing with URBN)*



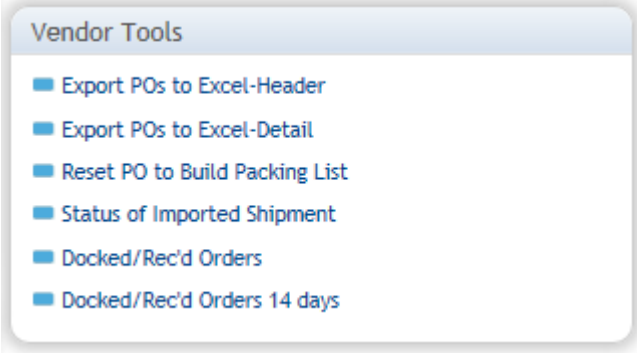
Vendor Tasks & Vendor Tools

The **Vendor Tasks** area on your dashboard will allow you to monitor your workload. These are the tasks that we require you to complete in Tradestone prior to building your packing list.


Vendor Tasks
Accept URBN Agreements
Accept New/Revised PO's
Update Customs Descriptons
Accept New/Revised PO's - where all new or revised orders are accepted

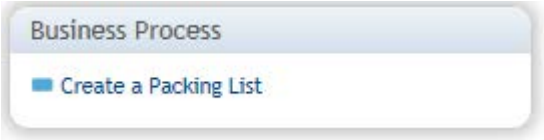
Check the ***Accept New/Revised PO's*** query regularly, with or without a notification. Not all changes to PO's will generate an automatic notification email. It is a vendor's responsibility to be aware of all PO's issued to them and any changes that have been made.

The **Vendor Tools** area on the dashboard will contain other tools that you may need to use when processing orders.



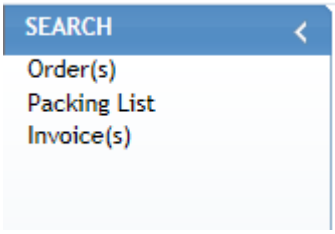
Business Process

Create a Packing List is where you go to start a new packing list.



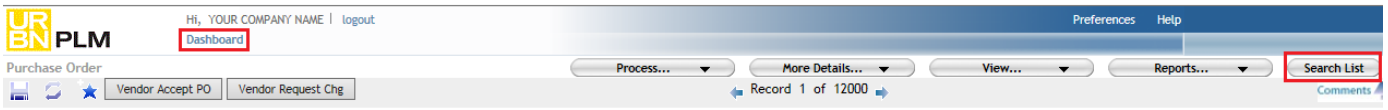
Search

On the left side of the dashboard is the **Search** section. You can use these queries to search for existing orders, packing lists or invoices.



How to return to the Dashboard or previous screen from a query:

To return to the previous screen from a query select ***Search List***; to return to the home screen/dashboard click on ***Dashboard***.



Never select the back arrow on the browser while in Tradestone or the system will automatically log you out.

The Purchase Order

PO Notification

When a new or revised PO is issued an email will be sent alerting you to sign into TradeStone and acknowledge the PO. (*see below for example)*

From: Urban Outfitters [mailto:do_not_reply@urbanout.com]
Sent: Wednesday, October 01, 2014 3:07 AM
To:
Subject: ATTN: You have a New or Revised Purchase Order 0000655XXX

Company XXX, you have a new or revised Purchase Order from ANTHROPOLOGIE!

Your Purchase Order is located on Tradestone. To access your Purchase Order please go to our TradeStone link and sign-in.

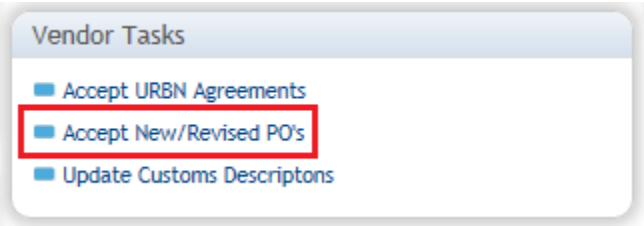
Once you have viewed your Purchase Order, please go to the www.urbanvendor.com home page to learn about how to label, pack, ship and much more!

DO NOT REPLY TO THIS EMAIL! If you have any questions or problems regarding this email, please contact the ANTHROPOLOGIE Vendor Relations Team!

To a successful partnership,
ANTHROPOLOGIE Team

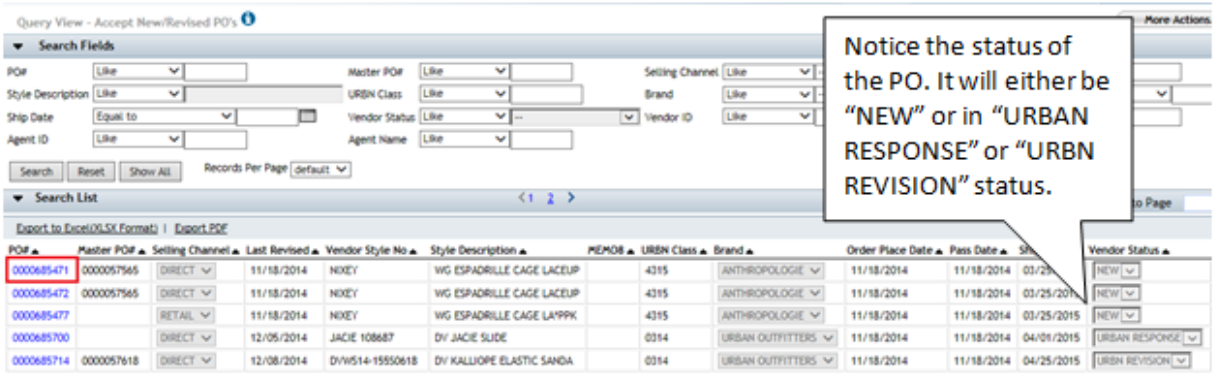
How to find your PO

All **new or revised PO's** awaiting a vendor's acceptance can be accessed in the ***Accept New/Revised PO's*** query under Vendor Tasks.



Clicking on the ***Accept New/Revised PO's*** query will open a list of PO's requiring attention from the vendor.

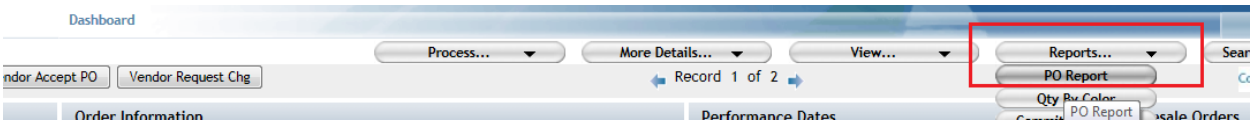
To enter into the PO and view the details click on the blue PO # under the Search List heading.



A repeating PO # indicates there are multiple lines/styles on the PO. You may click any of the blue PO # lines to enter into the same PO screen.

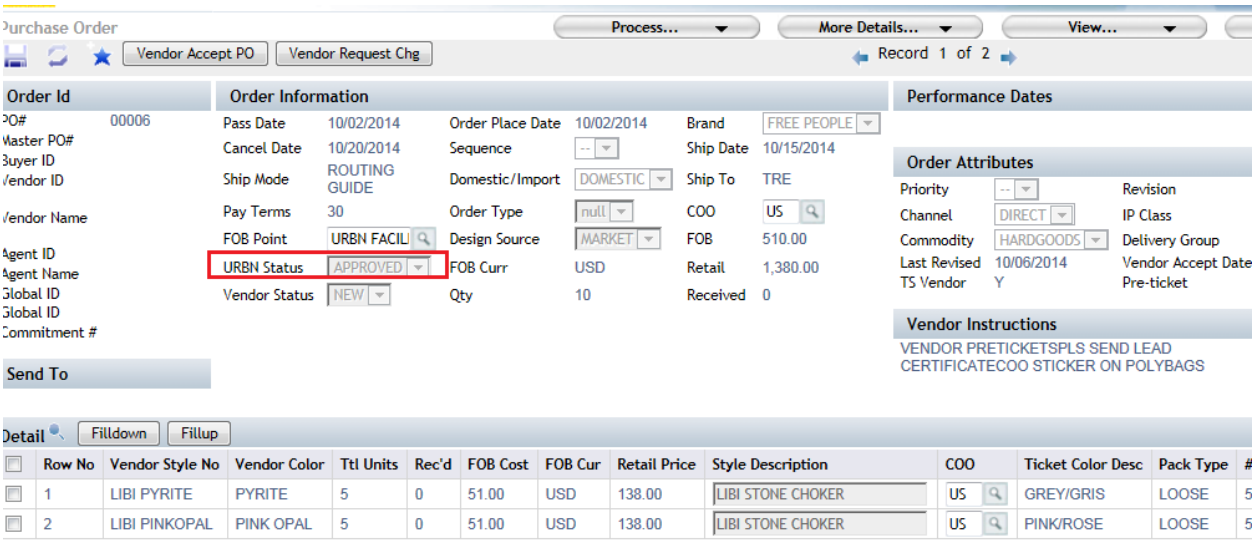
How to Print a PO

An order can be printed before it is accepted. PO's may be easier to view in a printed format. To print a PO click the ***Reports*** dropdown menu and click ***PO Report***. A PDF of the PO will appear with the option to print or save.



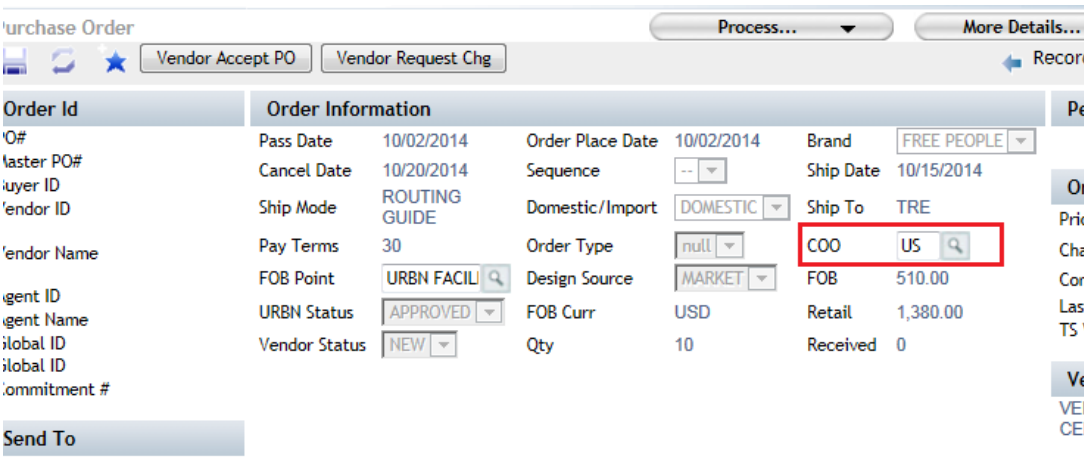
How to Accept a PO & Enter the Country of Origin

The URBN Status below is APPROVED. This means the URBN team has approved the PO on their end. Now it is time for the vendor to accept the PO!

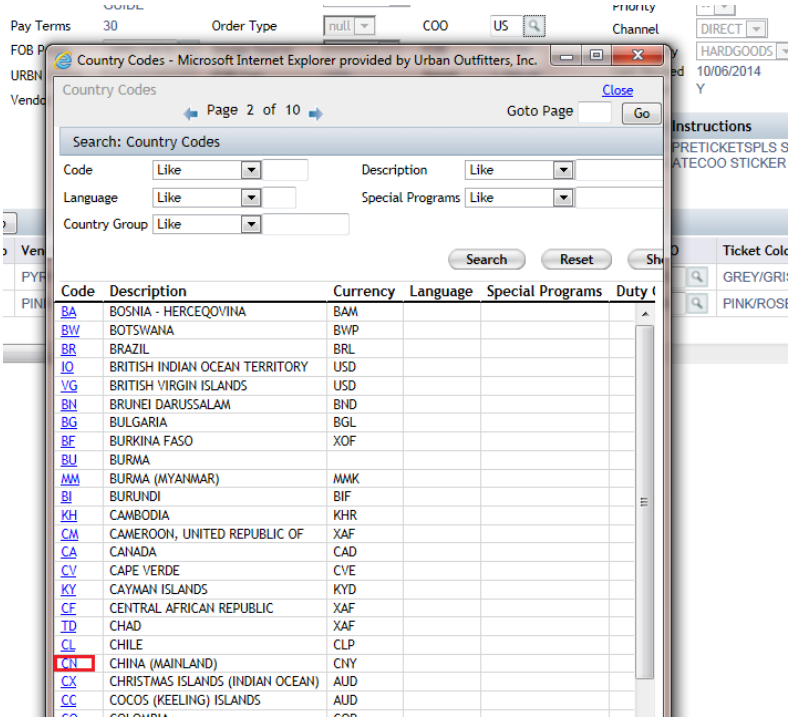


The country of origin (COO) must be entered before a PO can officially be accepted. COO is required of ALL URBN vendors - domestic and import.

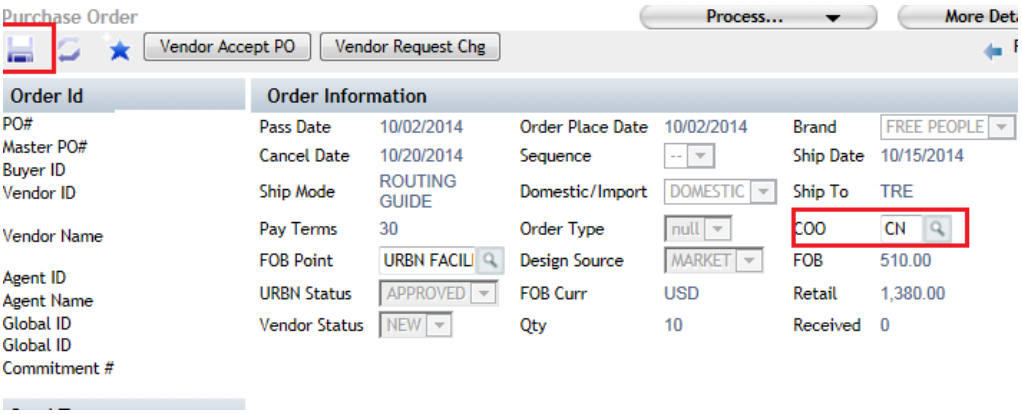
To select the country of origin, click on the next to the **COO** field in the PO screen:



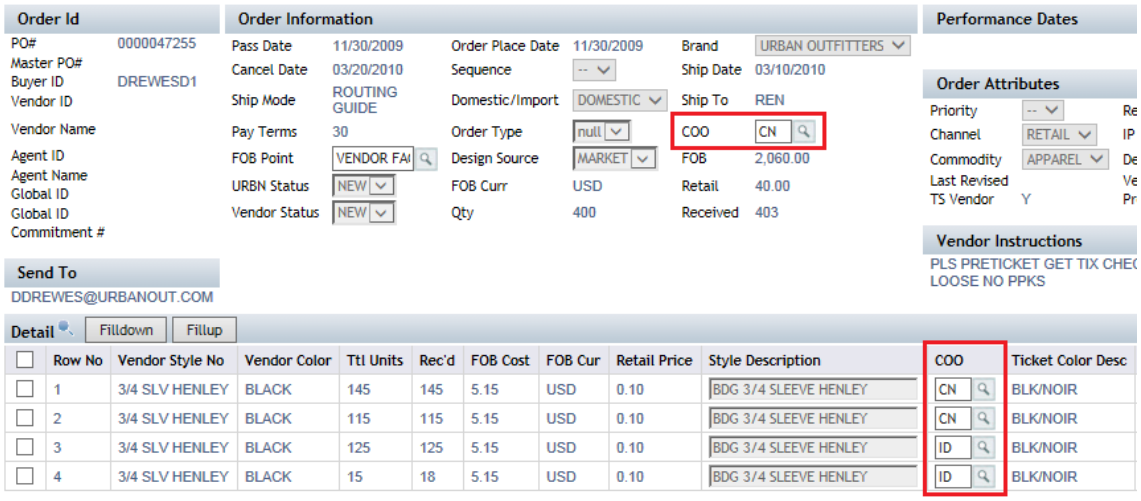
A pop-up window will appear with all acceptable country of origin codes. Use the arrows to scroll through the pages to find the correct COO or begin to type the country name in the “description” field and click Search. Once the desired COO is found, click the blue country code. This will populate the COO field on your PO.



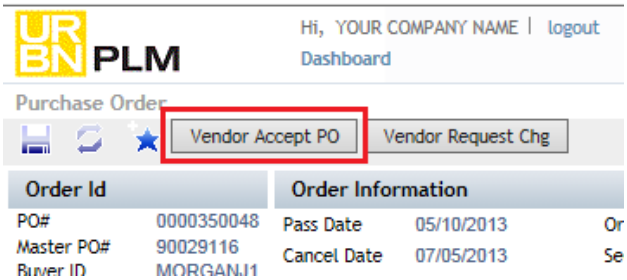
Click **SAVE** once the COO code is visible in the field.



If the items on your PO do not all share the same COO, you can change the COO on each individual row. Please note that you still need to have a COO entered at the header level as well.*
**You should choose the COO that is represented most often on the PO to enter in the header level. If the COO's are represented equally, choose either COO.*

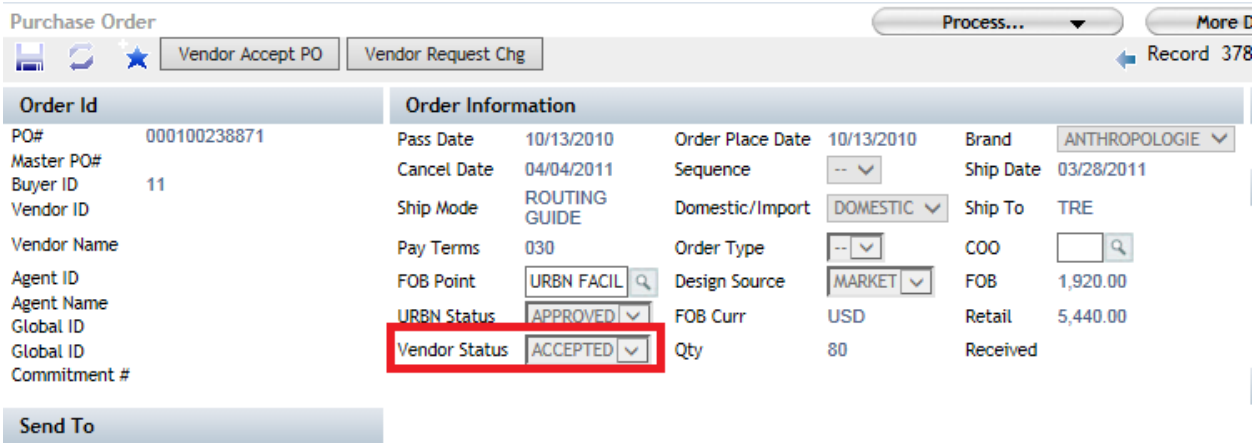


After the COO is selected and saved the PO may be accepted. To accept a PO click the ***Vendor Accept PO*** button.



Two things will happen:

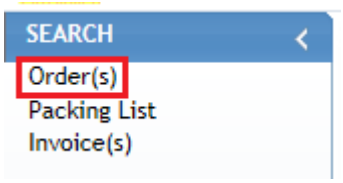
1. The *Vendor Status* will switch to ACCEPTED.



2. The PO will move out of the ***Accept New/Revised PO's*** query since it is no longer waiting a vendor's acceptance.

If these two things fail to occur click ***Vendor Accept PO*** again.

An accepted PO can be found in the *Search* query going forward. If you need to retrieve the order after it has been accepted, go to the Search section on the far left side of the dashboard and click **Order(s)**.

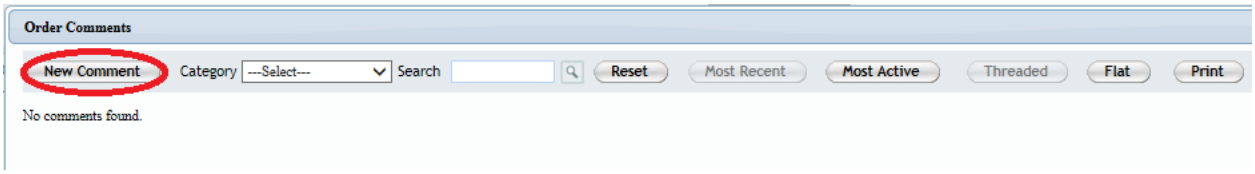


How to Request a Change on a PO

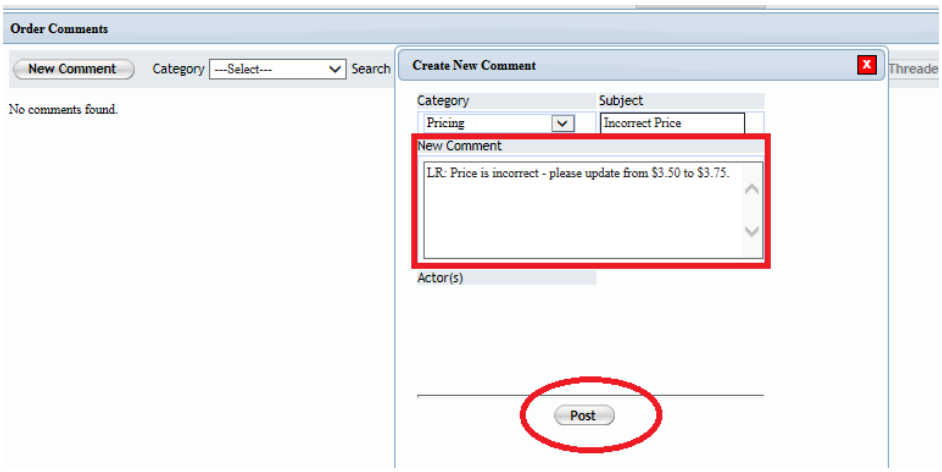
A change can be requested to a PO at any time, even after it has been accepted. To request a change:

1. Click **View > Order Comments**

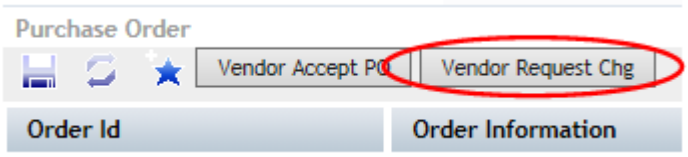
2. Click **New Comment**



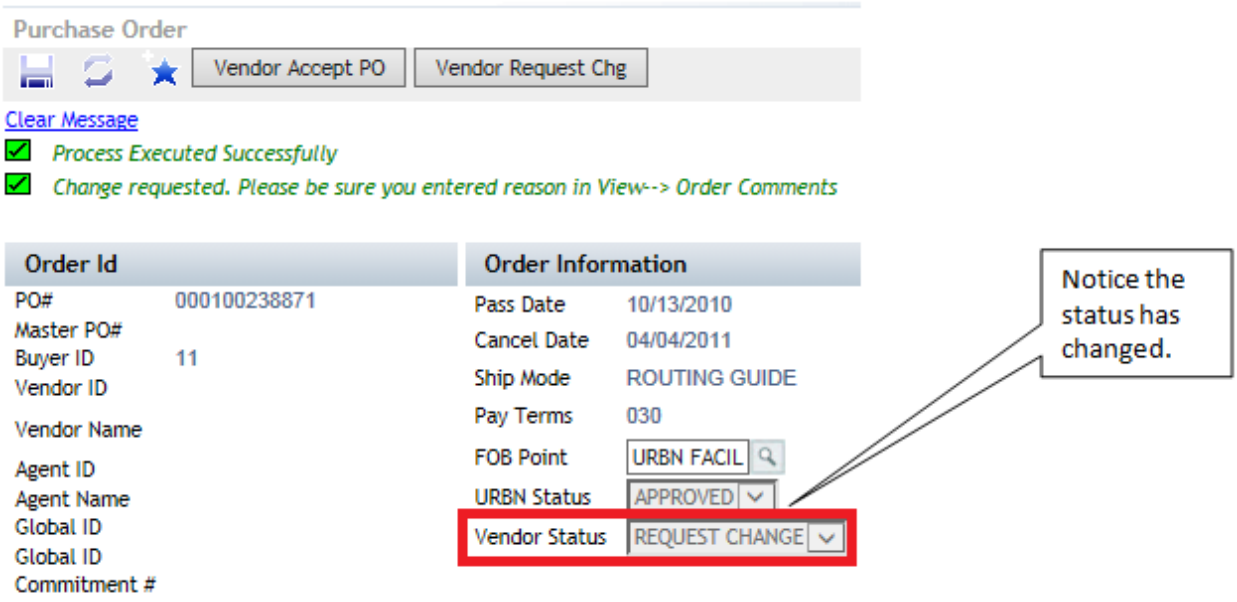
3. Type your requested revision and click **Post**



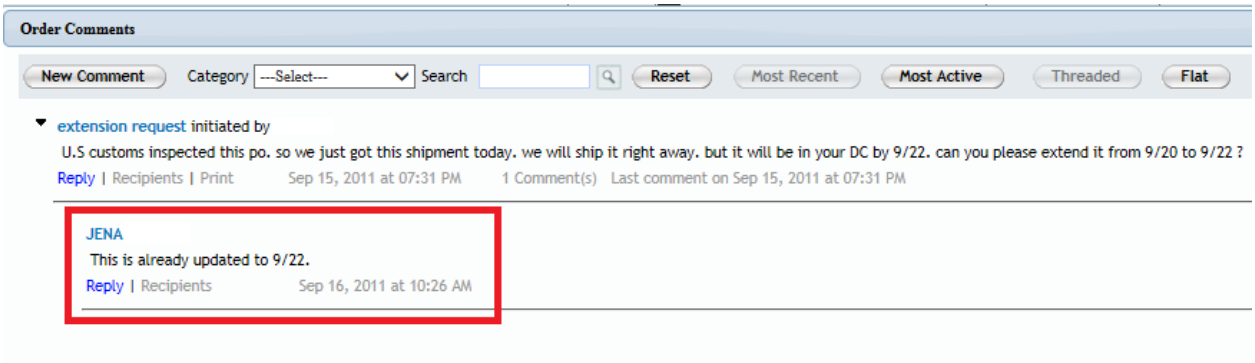
4. Close the comment window once it's posted and click the **Vendor Request Change** button. The buyer will then receive an alert to log into Tradestone to see what change is being requested.



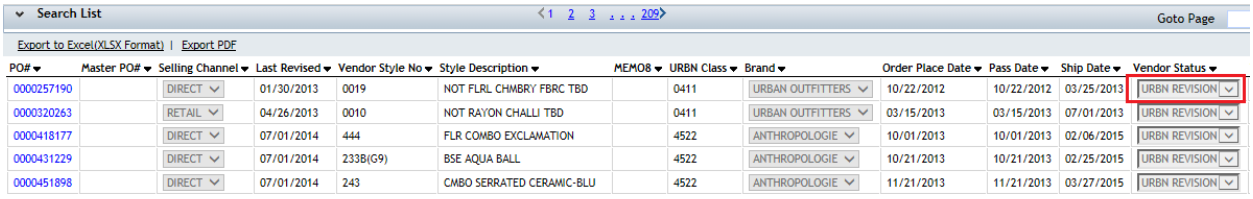
***NOTE: If you do not click Vendor Request Change, the buyer will not receive this request.**



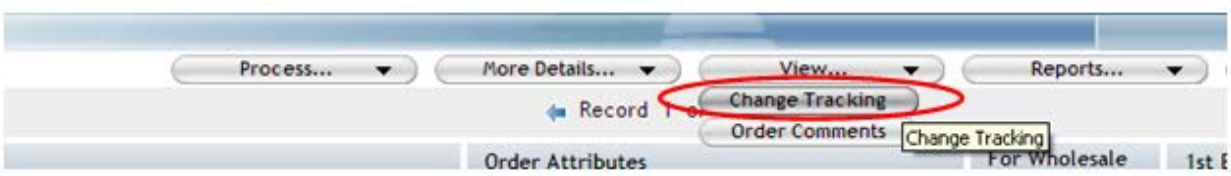
5. URBN will then respond to the request and/or revise the PO. If URBN responds but does not revise the PO, the Vendor Status will change to "Urban Response" and the PO will return to the "Accept New/Revised PO's" query. You can view URBN's response by clicking on the **View** dropdown menu and choosing **Order Comments**. The vendor will need to re-accept the PO.


Order Comments
New Comment
Category ---Select---
Search
Reset
Most Recent
Most Active
Threaded
Flat
extension request initiated by
U.S customs inspected this po. so we just got this shipment today. we will ship it right away. but it will be in your DC by 9/22. can you please extend it from 9/20 to 9/22 ?
Reply | Recipients | Print Sep 15, 2011 at 07:31 PM 1 Comment(s) Last comment on Sep 15, 2011 at 07:31 PM
JENA
This is already updated to 9/22.
Reply | Recipients Sep 16, 2011 at 10:26 AM

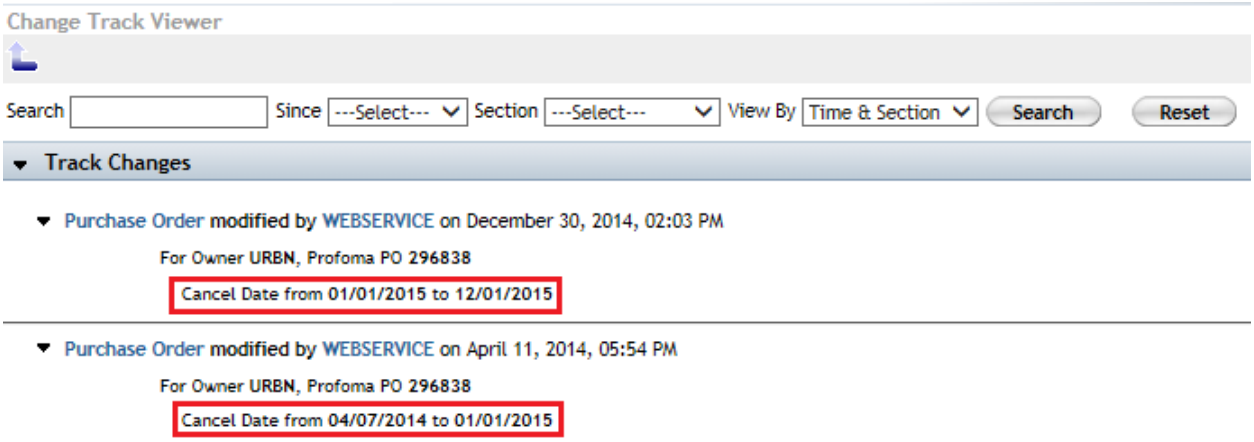
6. When URBN chooses to revise a PO, a notification will be sent to the vendor alerting them to log into Tradestone to view the revised PO. The PO will be in the "Accept New/Revised PO's" query. **The Vendor Status is now URBN Revision and the PO will need to be re-accepted by the vendor.**


Search List
Goto Page
Export to Excel(XLSX Format) | Export PDF
PO# Master PO# Selling Channel Last Revised Vendor Style No Style Description MEMO8 URBN Class Brand Order Place Date Pass Date Ship Date Vendor Status
0000257190 DIRECT 01/30/2013 0019 NOT FLRL CHMBRY FBRC TBD 0411 URBAN OUTFITTERS 10/22/2012 10/22/2012 03/25/2013 URBN REVISION
0000320263 RETAIL 04/26/2013 0010 NOT RAYON CHALLI TBD 0411 URBAN OUTFITTERS 03/15/2013 03/15/2013 07/01/2013 URBN REVISION
0000418177 DIRECT 07/01/2014 444 FLR COMBO EXCLAMATION 4522 ANTHROPOLOGIE 10/01/2013 10/01/2013 02/06/2015 URBN REVISION
0000431229 DIRECT 07/01/2014 233B(G9) BSE AQUA BALL 4522 ANTHROPOLOGIE 10/21/2013 10/21/2013 02/25/2015 URBN REVISION
0000451898 DIRECT 07/01/2014 243 CMBO SERRATED CERAMIC-BLU 4522 ANTHROPOLOGIE 11/21/2013 11/21/2013 03/27/2015 URBN REVISION

To view the history of an order and any changes that have been made, click **View** > **Change Tracking**.



You will notice on this example, the Cancel Date has been changed twice.


Change Track Viewer
Search
Since ---Select---
Section ---Select---
View By Time & Section
Search
Reset
Track Changes
Purchase Order modified by WEBSERVICE on December 30, 2014, 02:03 PM
For Owner URBN, Profoma PO 296838
Cancel Date from 01/01/2015 to 12/01/2015
Purchase Order modified by WEBSERVICE on April 11, 2014, 05:54 PM
For Owner URBN, Profoma PO 296838
Cancel Date from 04/07/2014 to 01/01/2015

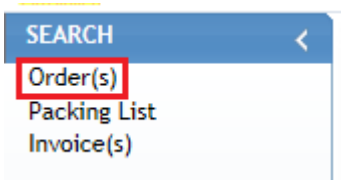
Click to return to the PO screen from the Change Track Viewer.

If a buyer enters a comment with the change, the comment can be viewed by clicking **View > Order Comments**.

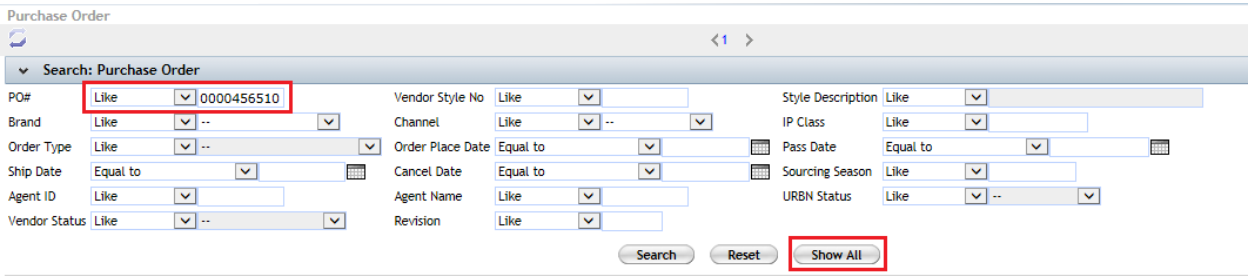
	The purpose of requesting revisions in Tradestone is so the messages stay with the PO for its entire life cycle.

How to Find any PO

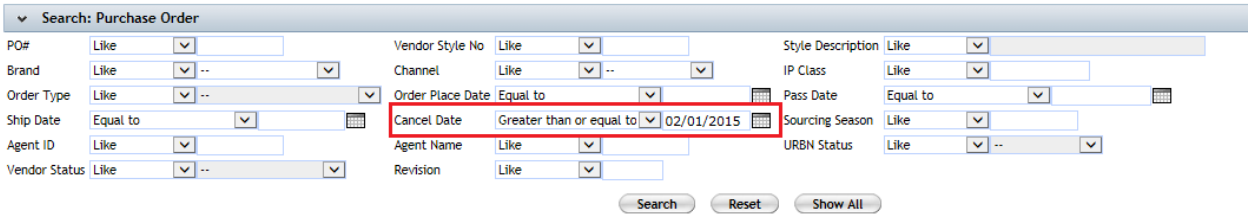
A PO can be found in the *Search* query regardless of its status. If you need to retrieve the order after it has been accepted, go to the Search section on the far left side of the dashboard and click **Order(s)**.



You can search by PO #, or use any other search filter shown below. If you would like to see all PO's that have been issued to your account, click Show All.



Example: To see any orders with a cancel date in the future, you can search by Cancel Date, selecting "Greater than or equal to" and selecting today's date



ALL VENDORS - How to Enter the Customs Description

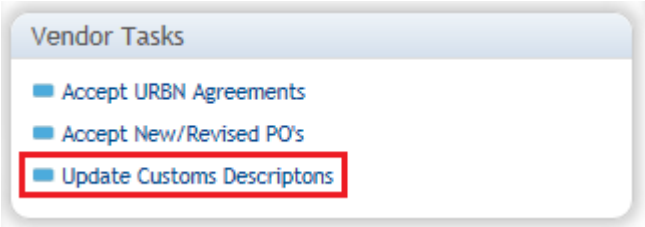
An important URBN initiative is ensuring **all of our products** – whether purchased directly from the source or through a market vendor – possess the following:

- Customs Description – a description of the goods clearly defining the item for US Customs
- HTS # - the "Harmonized Tariff" number that codes the item for US Customs

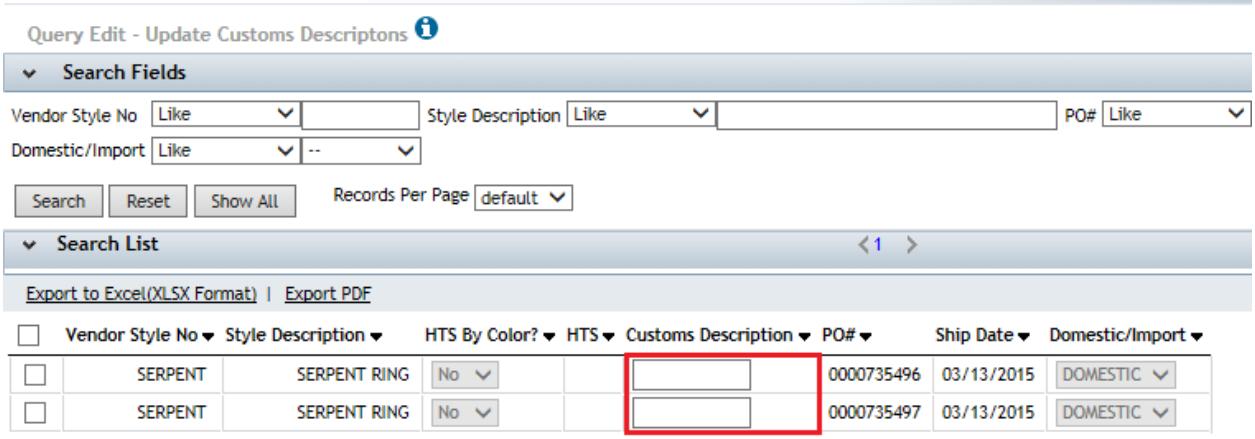
The vendor is responsible for entering the customs descriptions. The URBN customs team is responsible for entering the HTS.

On the Dashboard, under Vendor Tasks is the **Update Customs Descriptions** query. This is where you will go to enter the customs descriptions.

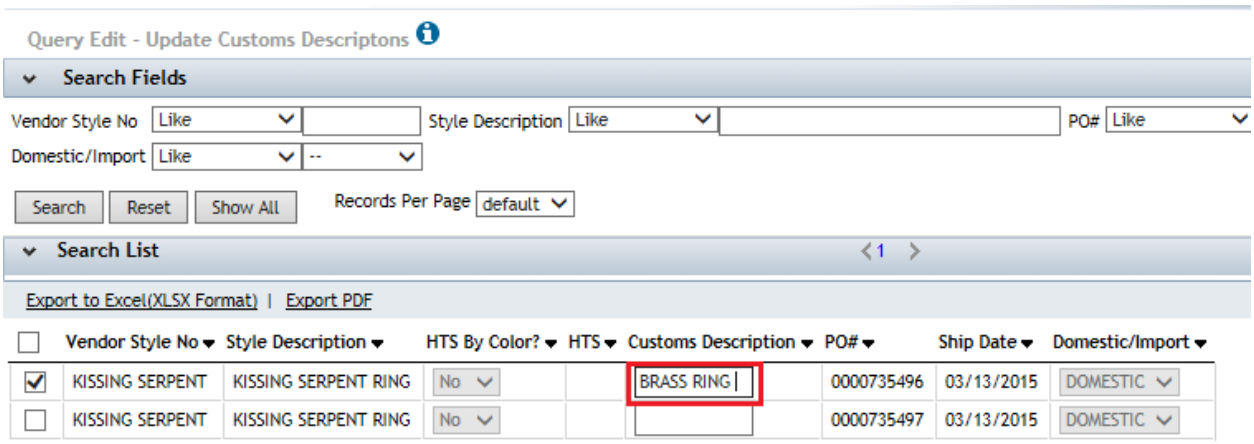
1. Click on the **Update Customs Descriptions** query.



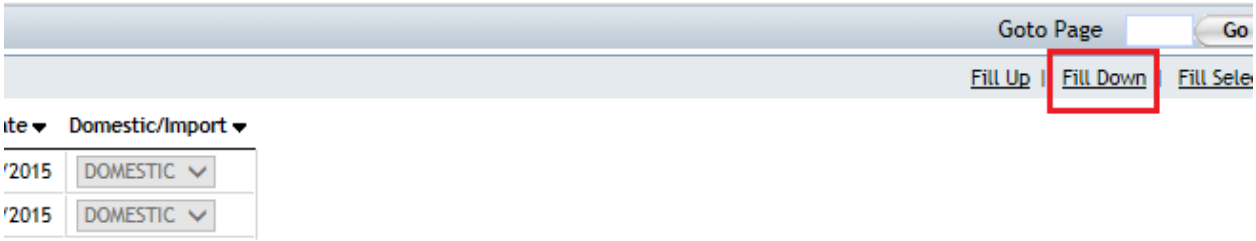
2. A list of items that still require customs descriptions will appear. The "Customs Description" field will appear blank.



3. In the "Customs Description" fields, enter a description of the goods to satisfy US customs requirements. ***(Detailed customs description requirements can be found on urbanvendor.com)***



**TIP: If you wish to update multiple lines with the same description, use your cursor to check all necessary rows and click Fill Down.*



4. Once the correct descriptions are entered, click the Save button at the top right of the screen.

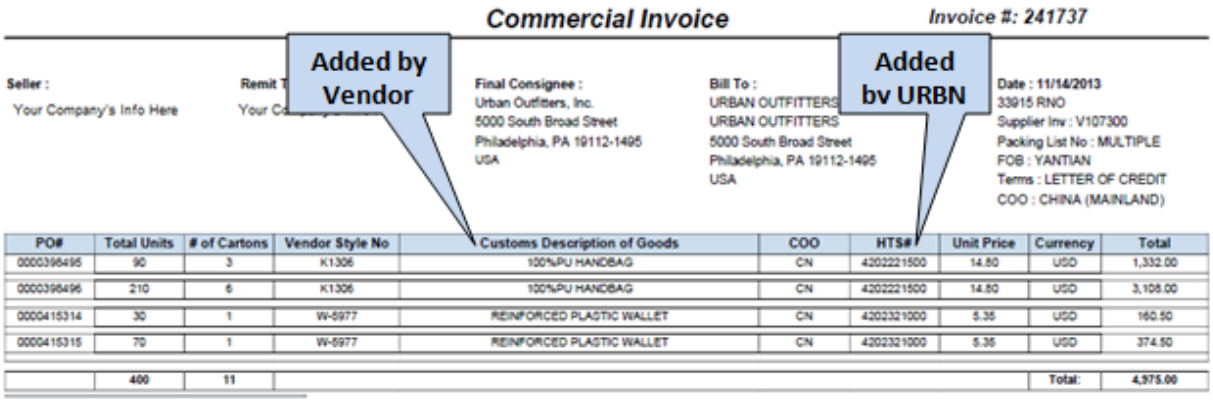
After you save, you **may** receive the below alert:

Saved Successfully.
Incomplete information to cost - Price must have a value.

Please ignore the "*Incomplete information to cost - Price must have a value portion*". This is a message for internal use by URBN only.

Once the customs descriptions have been successfully entered, the HTS codes will be assigned by URBN's customs team sometime before the goods are shipped.

The PDF copy of the commercial invoice will display the required HTS # and customs description of the goods.

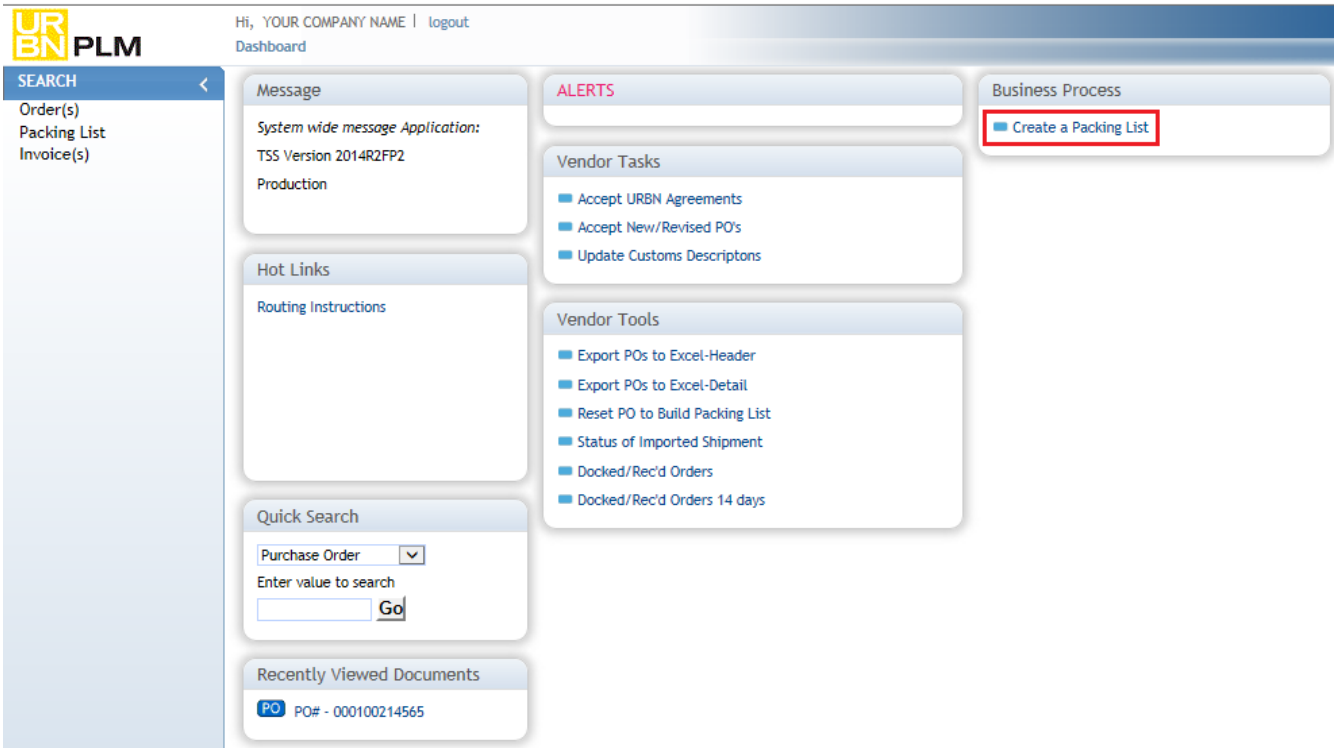

Commercial Invoice
Invoice #: 241737
Added by Vendor
Added by URBN
Seller :
Your Company's Info Here
Final Consignee :
Urban Outfitters, Inc.
5000 South Broad Street
Philadelphia, PA 19112-1495
USA
Bill To :
URBAN OUTFITTERS
URBAN OUTFITTERS
5000 South Broad Street
Philadelphia, PA 19112-1495
USA
Date : 11/14/2013
33915 RNO
Supplier Inv : V107300
Packing List No : MULTIPLE
FOB : YANTIAN
Terms : LETTER OF CREDIT
COO : CHINA (MAINLAND)
PO# | Total Units | # of Cartons | Vendor Style No | Customs Description of Goods | COO | HTS# | Unit Price | Currency | Total
0000396495 | 90 | 3 | K1306 | 100%PU HANDBAG | CN | 4202221500 | 14.80 | USD | 1,332.00
0000396496 | 210 | 6 | K1306 | 100%PU HANDBAG | CN | 4202221500 | 14.80 | USD | 3,108.00
0000415314 | 30 | 1 | W-6977 | REINFORCED PLASTIC WALLET | CN | 4202321000 | 5.35 | USD | 160.50
0000415315 | 70 | 1 | W-6977 | REINFORCED PLASTIC WALLET | CN | 4202321000 | 5.35 | USD | 374.50
400 | 11 | Total: | 4,975.00

How to Build a Packing List

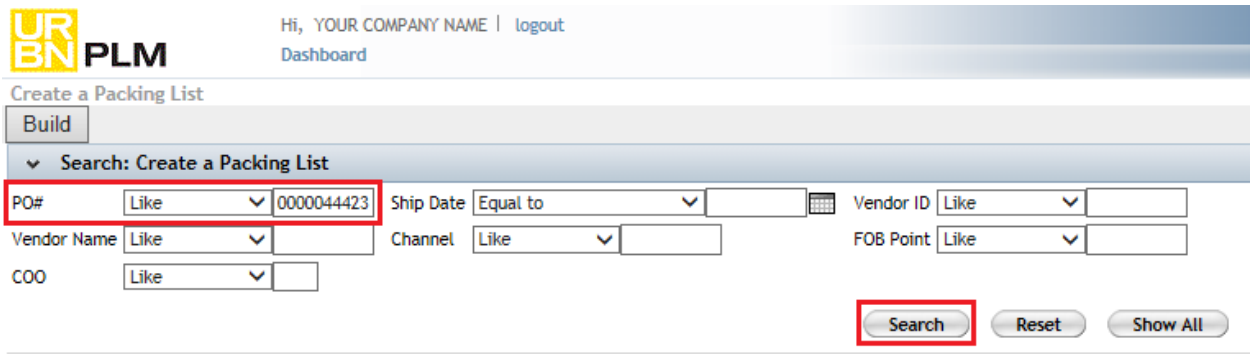
Please follow ALL steps to ensure you complete the packing list! The steps indicate if they are applicable to DOMESTIC or IMPORT vendors, or to ALL VENDORS.

STEP 1 (ALL VENDORS): Create the packing list

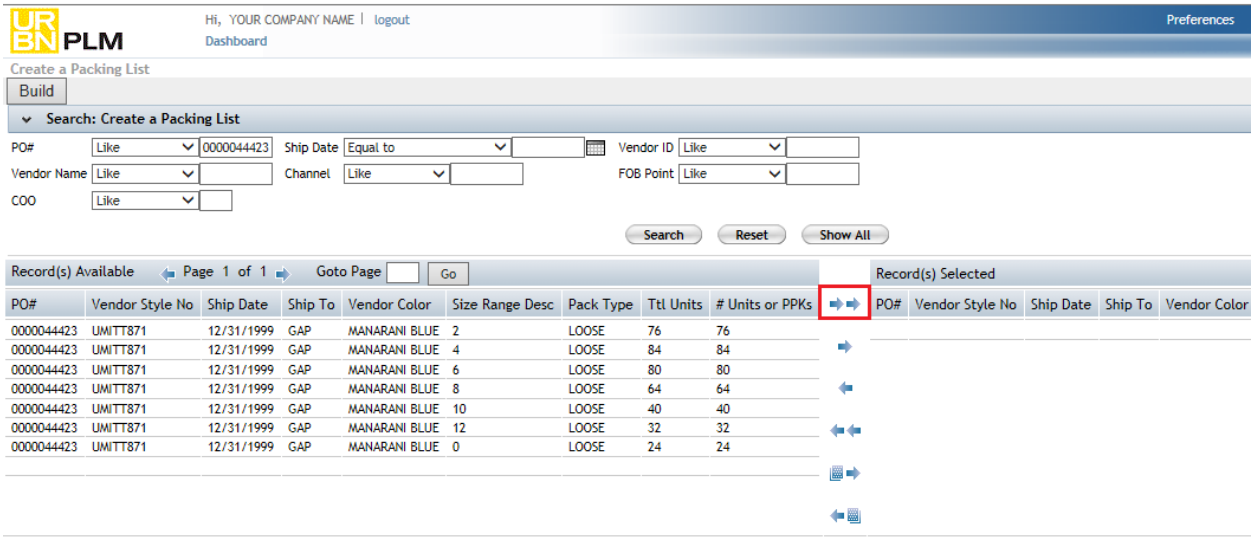
Once a PO has been accepted and you are ready to build the packing list click on **Create a Packing List** on the dashboard.



On the Create a Packing List screen, enter the PO # you are working on and click Search.



Your PO should appear in the "Record(s) Available" section on the left. If it does not, see below. Move all items over to the "Record(s) Selected" side by clicking the double arrows that point to the right.


PLM
Hi, YOUR COMPANY NAME | logout
Dashboard
Preferences
Create a Packing List
Build
Search: Create a Packing List
Search
Reset
Show All
Record(s) Available
Page 1 of 1
Goto Page
Go
Record(s) Selected
PO# Vendor Style No Ship Date Ship To Vendor Color Size Range Desc Pack Type Ttl Units # Units or PPKs
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 2 LOOSE 76 76
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 4 LOOSE 84 84
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 6 LOOSE 80 80
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 8 LOOSE 64 64
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 10 LOOSE 40 40
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 12 LOOSE 32 32
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 0 LOOSE 24 24

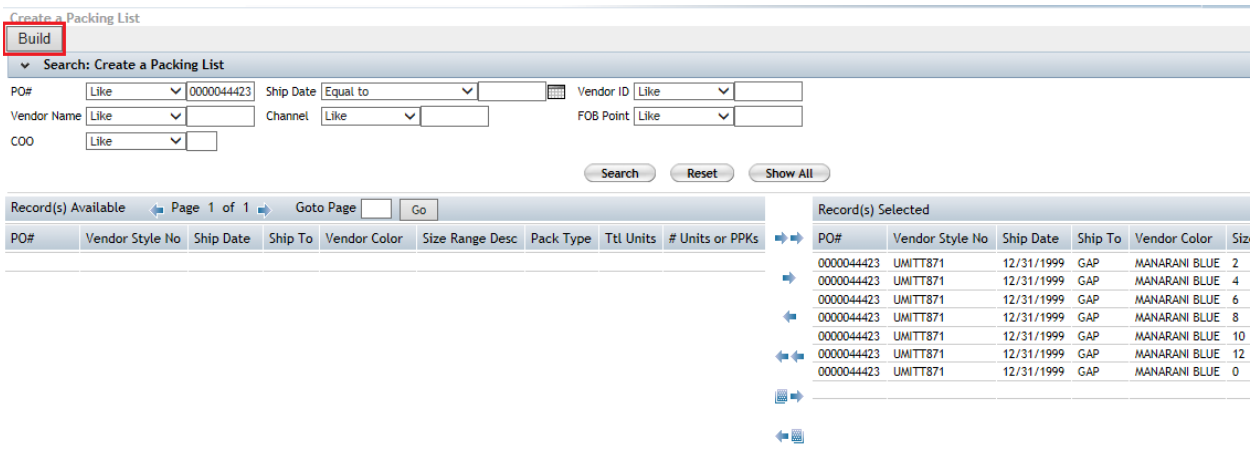
There are only 2 reasons why a PO would not show up in the packing list builder:

1. ***The PO is not in APPROVED/ACCEPTED status on URBN/Vendor side.*** *Always verify the PO is in "APPROVED /ACCEPTED" status before attempting to build a packing list.*

2. ***A packing list has already been created OR has been created and deleted.*** *Always verify if a packing list has already been created. In the event there is no packing list, the status of the PO will need to be switched from PACKED to NEW to create a new packing list.* ***Reference the Reset PO to Build Packing List section for directions on how to switch a PO status from PACKED to NEW.***

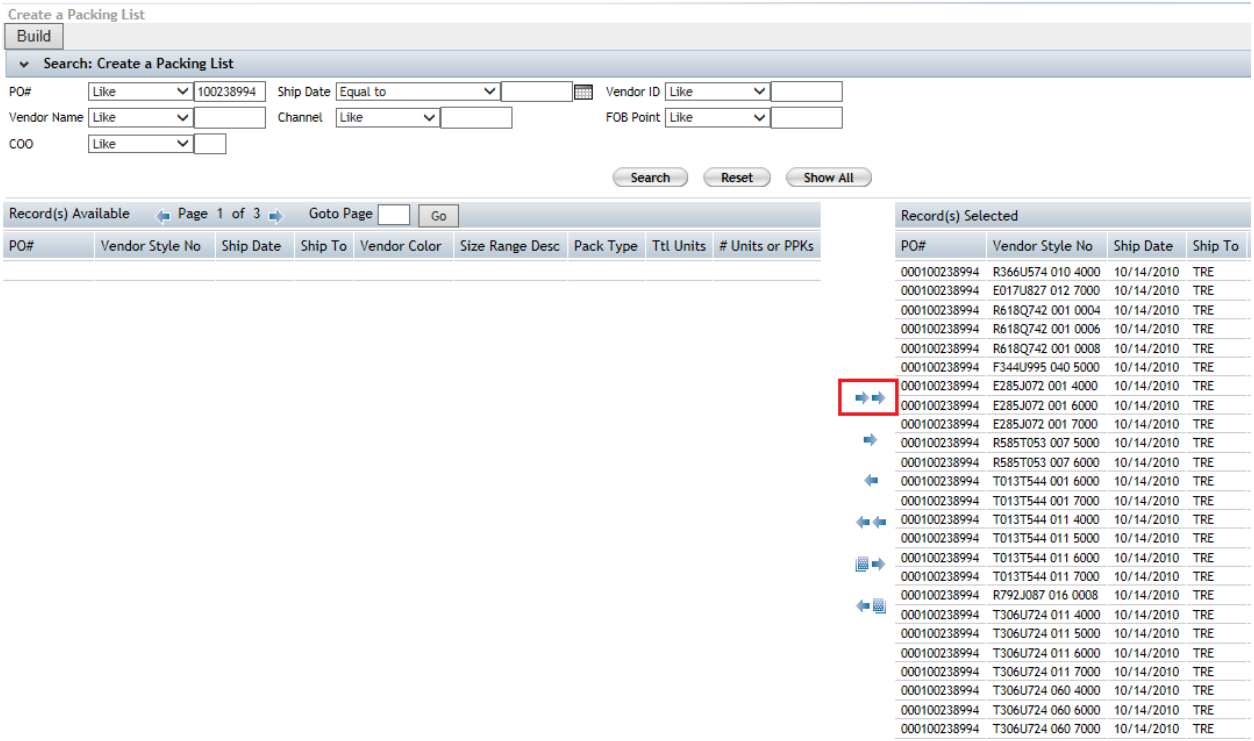
After all items from your PO have been moved over to the right, click **Build**.

Please note that if you have more than 25 SKUs on your PO, you will need to click to Page 2 to move these items over as well! See below instructions.

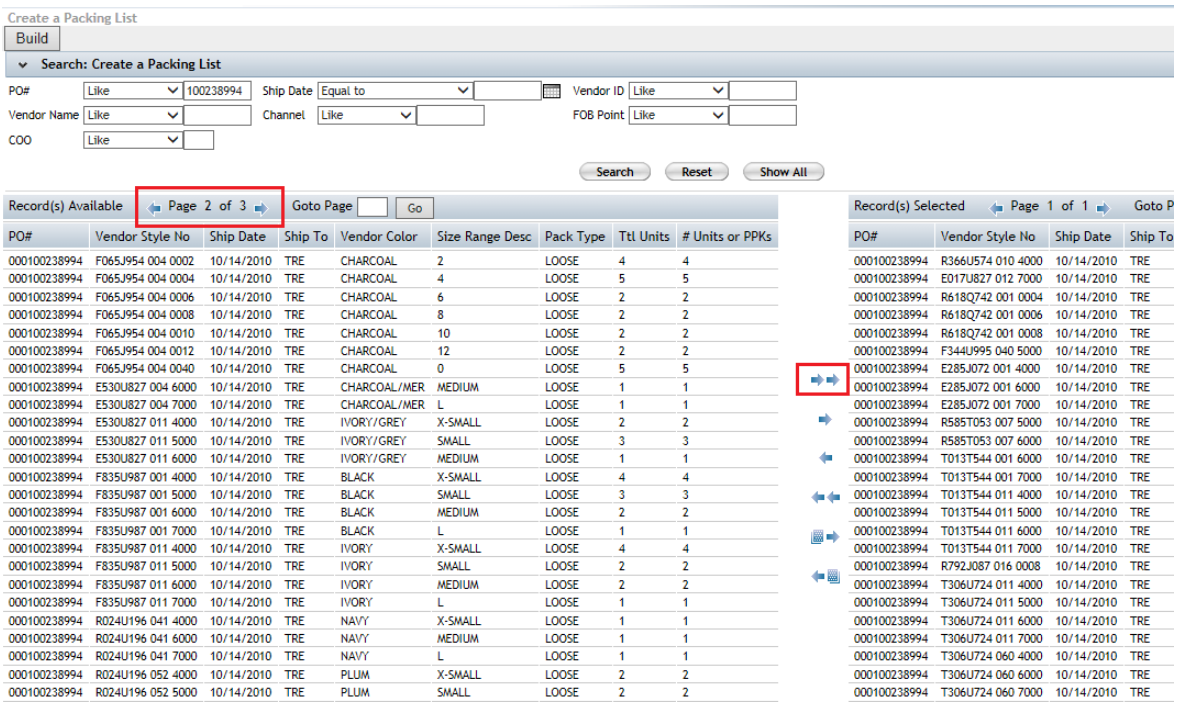

Create a Packing List
Build
Search: Create a Packing List
PO# Like 0000044423
Ship Date Equal to
Vendor ID Like
Vendor Name Like
Channel Like
FOB Point Like
COO Like
Search
Reset
Show All
Record(s) Available
Page 1 of 1
Goto Page
Go
PO# Vendor Style No Ship Date Ship To Vendor Color Size Range Desc Pack Type Ttl Units # Units or PPKs
Record(s) Selected
PO# Vendor Style No Ship Date Ship To Vendor Color Siz
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 2
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 4
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 6
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 8
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 10
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 12
0000044423 UMITT871 12/31/1999 GAP MANARANI BLUE 0

In the event that you have more than 25 SKUs on a single PO, you will need to move multiple pages of records over to the right side before clicking Build. See below. If you do not have more than 25 SKUs on one PO, you may skip to the next step (**Step 2: Fill out Packing List Details**)!

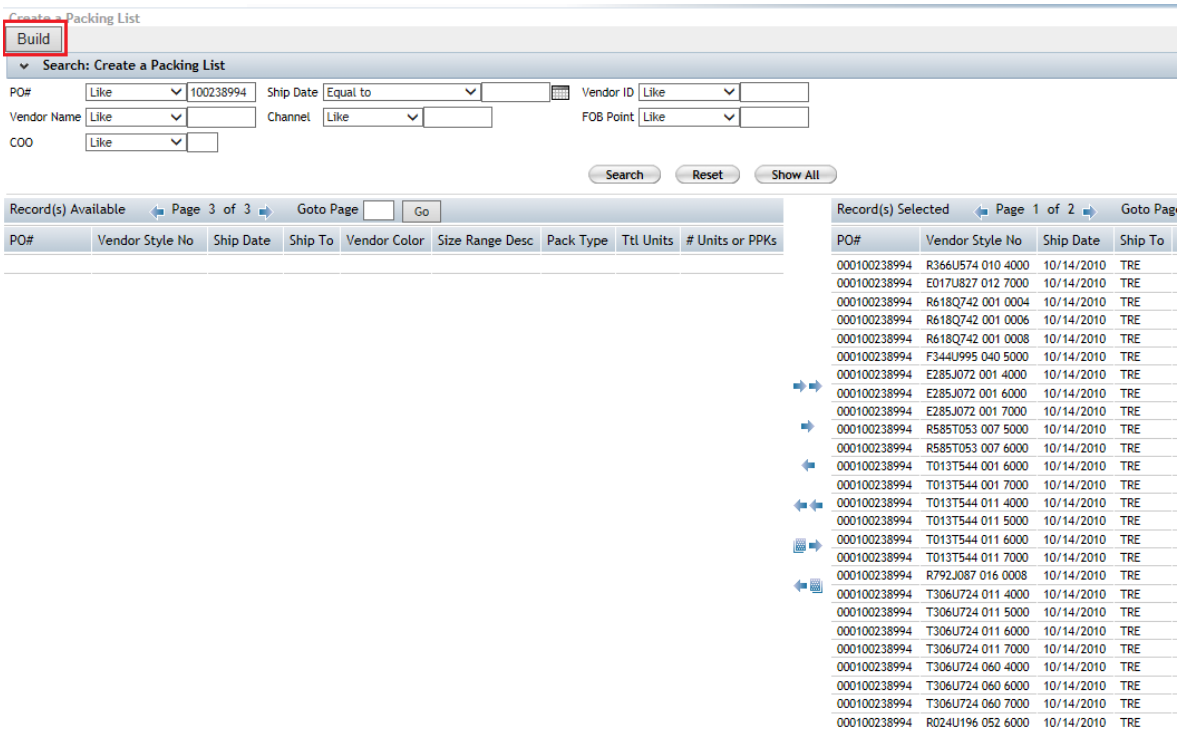
1. Move first page of SKUs over to the right side.



2. Click to the next page and move these SKUs over to the right. Repeat for any additional pages.



3. Once ALL pages of SKUs have been moved over to the right, you can click Build.

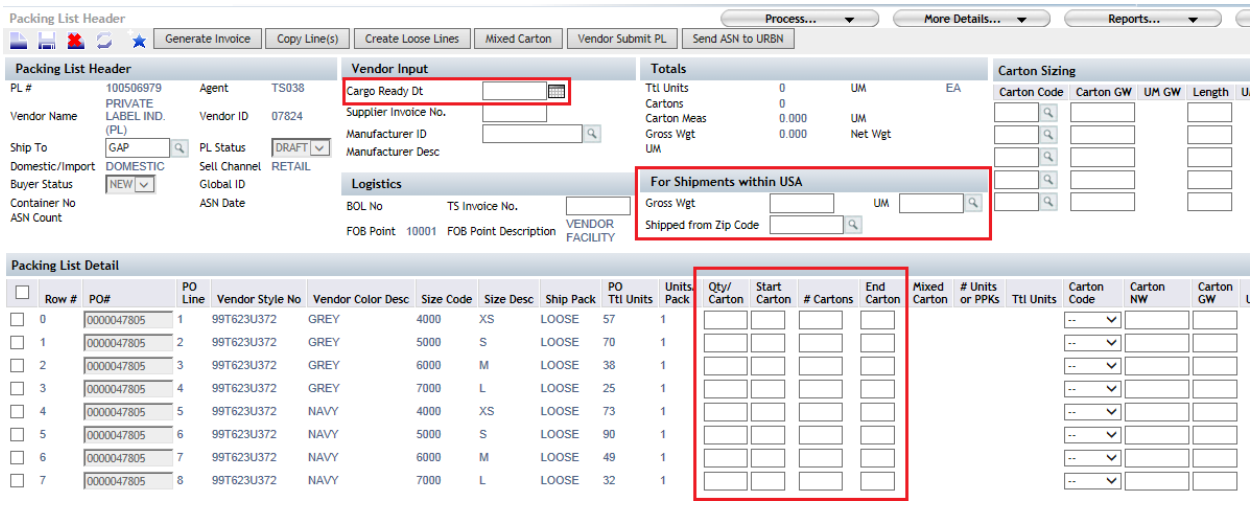


After you click Build, you will be taken to the packing list screen. You will need to fill out the appropriate sections of the packing list, dependent upon whether you are shipping domestically or internationally.

Step 2 (DOMESTIC VENDORS): Fill out Packing List Details

Vendors shipping within the USA, or shipping internationally where vendor is responsible for the import

The following sections will need to be filled out on the packing list. *Sections are explained below.*


Packing List Header
Process...
More Details...
Reports...
Generate Invoice
Copy Line(s)
Create Loose Lines
Mixed Carton
Vendor Submit PL
Send ASN to URBN
Packing List Header
PL # 100506979
Vendor Name PRIVATE LABEL IND. (PL)
Ship To GAP
Domestic/Import DOMESTIC
Buyer Status NEW
Container No
ASN Count
Agent TS038
Vendor ID 07824
PL Status DRAFT
Sell Channel RETAIL
Global ID
ASN Date
Vendor Input
Cargo Ready Dt
Supplier Invoice No.
Manufacturer ID
Manufacturer Desc
Logistics
BOL No
TS Invoice No.
FOB Point 10001
FOB Point Description VENDOR FACILITY
Totals
Ttl Units 0
Cartons 0
Carton Meas 0.000
Gross Wgt 0.000
UM
UM EA
Net Wgt
For Shipments within USA
Gross Wgt
UM
Shipped from Zip Code
Carton Sizing
Carton Code
Carton GW
UM GW
Length
Packing List Detail
Row # PO# PO Line Vendor Style No Vendor Color Desc Size Code Size Desc Ship Pack PO Ttl Units Units Pack Qty/ Carton Start Carton # Cartons End Carton Mixed Carton # Units or PPKs Ttl Units Carton Code Carton NW Carton GW
0 0000047805 1 99T623U372 GREY 4000 XS LOOSE 57 1
1 0000047805 2 99T623U372 GREY 5000 S LOOSE 70 1
2 0000047805 3 99T623U372 GREY 6000 M LOOSE 38 1
3 0000047805 4 99T623U372 GREY 7000 L LOOSE 25 1
4 0000047805 5 99T623U372 NAVY 4000 XS LOOSE 73 1
5 0000047805 6 99T623U372 NAVY 5000 S LOOSE 90 1
6 0000047805 7 99T623U372 NAVY 6000 M LOOSE 49 1
7 0000047805 8 99T623U372 NAVY 7000 L LOOSE 32 1

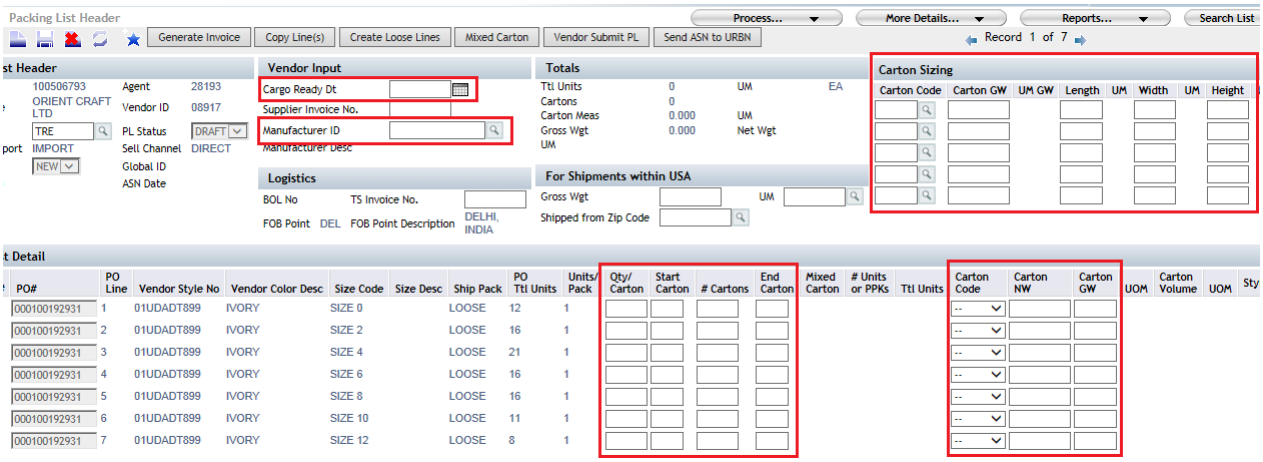
Packing List Details for Domestic Vendors

- **Cargo Ready Dt –** the date the goods will be shipped
- **For Shipments Within USA**
  - **Gross Wgt** – the total weight of the shipment for this PO
  - **UM** – Units of Measure for weight (choose lb or kg) *LB is the standard US value.*
  - **Shipped From Zip Code** – the zip code from which you will be shipping. There is a type-ahead function or you can click the to view the complete list of approved zip codes.
    - **NOTE** – if vendor is marked as a DOMESTIC vendor, but is shipping internationally (and **the vendor** is handling the import) please enter **99999** as the **Shipped From Zip Code**. This stands for "International Prepaid", meaning the vendor is responsible for importing the goods.
- **Qty/Carton** – the number of units in the carton (**NOTE** – if your PO is setup in a PREPACK configuration, please enter the number of prepacks in each box, not the number of individual units)
- **Start Carton** – the Start Carton & End Carton allow you to number the cartons sequentially. The Start Carton is the first carton number for the specific row you are working on. Your first row should always begin with Start Carton #1. Do NOT enter a preceding 0. For example, use "1" for the first carton, not "01".
- **# Cartons** – the number of cartons for that specific row. This is **NOT the total number of cartons** for the order if the packing list has more than one carton.
  - ****NOTE – if you are mixing multiple SKUs in a box, or need to copy a row to indicate different numbers of units per box, please see Other Packing List Functions**
- **End Carton** - the last carton number for the specific row you are working on. This value may automatically populate if it does not, enter manually.

Step 2 (IMPORT VENDORS): Fill out Packing List Details

Vendors shipping from outside the United States, where URBN is responsible for the import

The following sections will need to be filled out on the packing list. *Sections are explained below.*



Packing List Details for Import Vendors

- **Cargo Ready Dt –** the date the goods will be shipped
- **Manufacturer ID –** The MID Code is the Manfacturer Identification, required by US Customs. **(SEE STEP 2b)**
- **Carton Sizing** – the dimensions and weight of the cartons (*see specific instructions below*)
- **Qty/Carton** – the number of units in the carton (**NOTE** – if your PO is setup in a PREPACK configuration, please enter the number of prepacks in each box, not the number of individual units)
- **Start Carton** – the Start Carton & End Carton allow you to number the cartons sequentially. The Start Carton is the first carton number for the specific row you are working on. Your first row should always begin with Start Carton #1. Do NOT enter a preceding 0. For example, use "1" for the first carton, not "01".
- **# Cartons** – the number of cartons for that specific row. This is **NOT the total number of cartons** for the order if the packing list has more than one carton.
    - ****NOTE – if you are mixing multiple SKUs in a box, or need to copy a row to indicate different numbers of units per box, please see Other Packing List Functions**
- **End Carton** - the last carton number for the specific row you are working on. This value may automatically populate if it does not, enter manually.
- **Carton Code** (i.e. MET1) – This is a unique code specified in the Carton Sizing step **(SEE STEP 2a)**. Choose the code for the dimensions that correspond to the row you are working on.
- **Carton NW** - This is the weight of the contents not including packaging, etc.

Step 2a (IMPORT VENDORS): Fill Out Carton Sizing Section

It is recommended to add the dimensions as the first step of the packing list process. Adding dimensions first will allow dimensions to quickly be added to the detail lines later.

1. Place your cursor in the first empty Carton Code field. Click the to access the full list of codes.

2. Select a unique carton code based on your units of measure (metric or imperial) by clicking a blue Carton Code. Codes starting with MET will use METRIC units of measure while codes starting with IMP will show IMPERIAL units of measure. If there is more than one carton size, the codes selected must be unique. For example: MET1 can only be used for that specified carton size.
   DO NOT MANUALLY TYPE IN THE CODES. A BLUE CARTON CODE MUST BE CLICKED.

IMP8	URBN		LB
IMP9	URBN		LB
MET1	URBN		KG
MET10	URBN		KG
MET11	URBN		KG
MET12	URBN		KG
MET13	URBN		KG

3. Enter the length, width, and height of the carton. If all cartons on the packing list are the same weight, the Carton GW can be entered.

Carton Sizing

Carton Code	Carton GW	UM GW	Length	UM	Width	UM	Height	UM
MET1	5.00		41.00		29.00		28.00	
MET2	6.00		45.00		30.00		31.00	

4. Click Save.

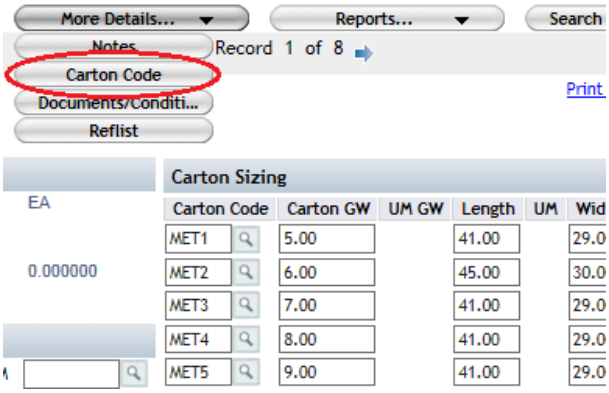
How to Fill Out Carton Sizing Section with More than 5 Carton Sizes

The system includes 5 rows in the “Carton Sizing” area.

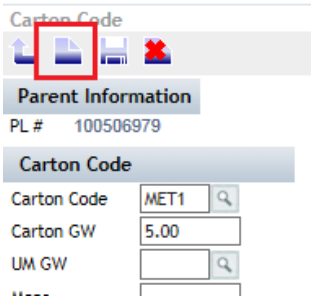
Carton Sizing

Carton Code	Carton GW	UM GW	Length	UM	Width	UM	Height	UM
MET1	5.10	KG	39.00	CM	26.00	CM	28.00	CM
MET2	5.55	KG	39.00	CM	26.00	CM	28.00	CM
MET3	5.75	KG	39.00	CM	26.00	CM	28.00	CM
MET4	6.00	KG	24.00	CM	16.00	CM	18.00	CM
MET5	5.12	KG	24.00	CM	15.00	CM	12.00	CM

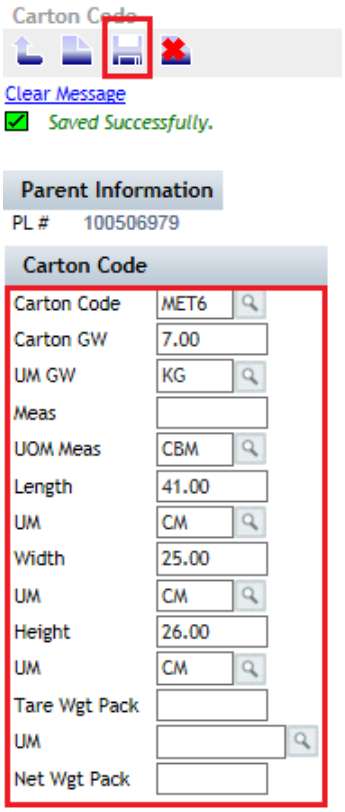
To add an additional row, click **More Details** and then click **Carton Code** at the top of the packing list.



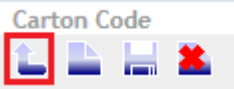
Click the **New Record** button.



A 6th row is now added. Choose the appropriate Carton Code, enter the dimensions, and click save.

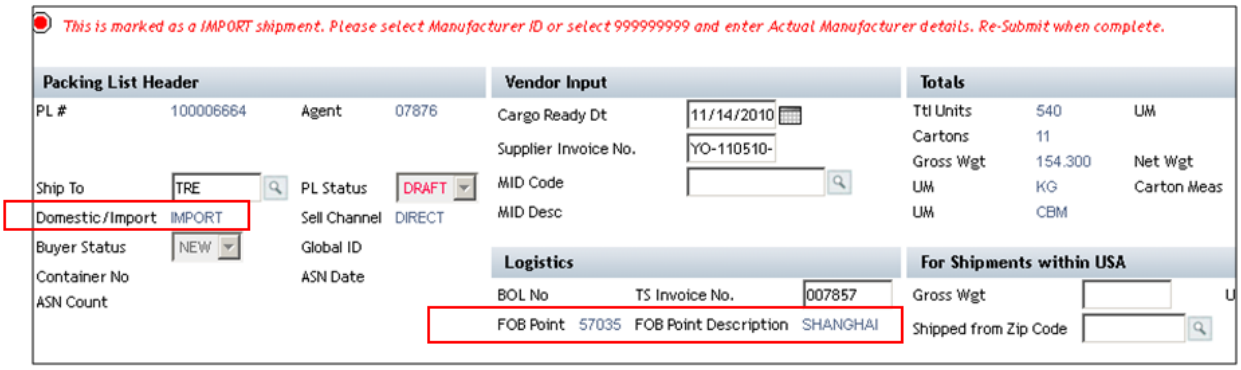


To return to the Packing List screen click the Return button.



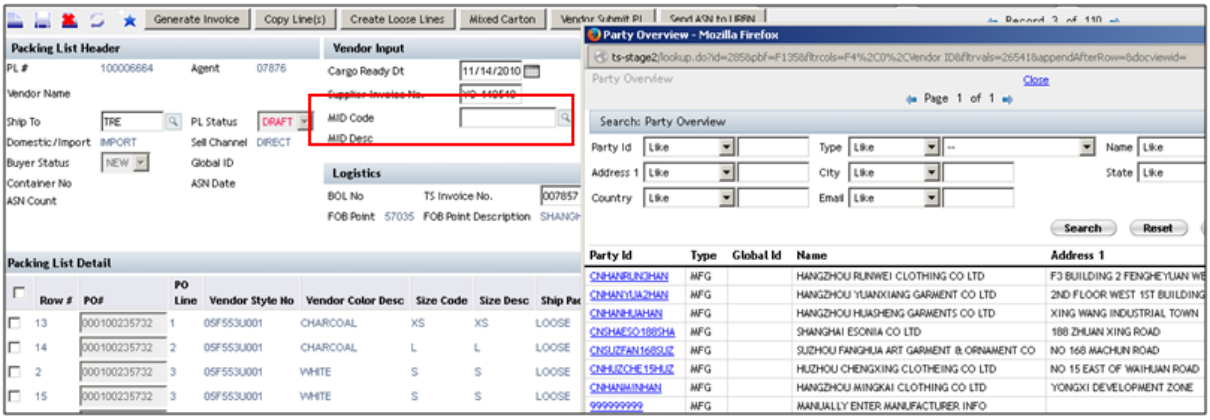
Step 2b (IMPORT VENDORS): Enter Manufacturer ID

For instances when URBN is the importer of record – vendors will be prompted to enter a Manufacturer ID (MID) code on the Packing List from a pre-defined list. The message below will appear when the Packing List is submitted if the Import qualifications are met.



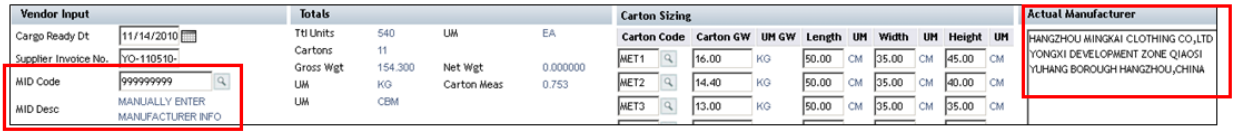
There are two ways to enter this value.

a. Select the value from the list of MID's associated with the Vendor ID.



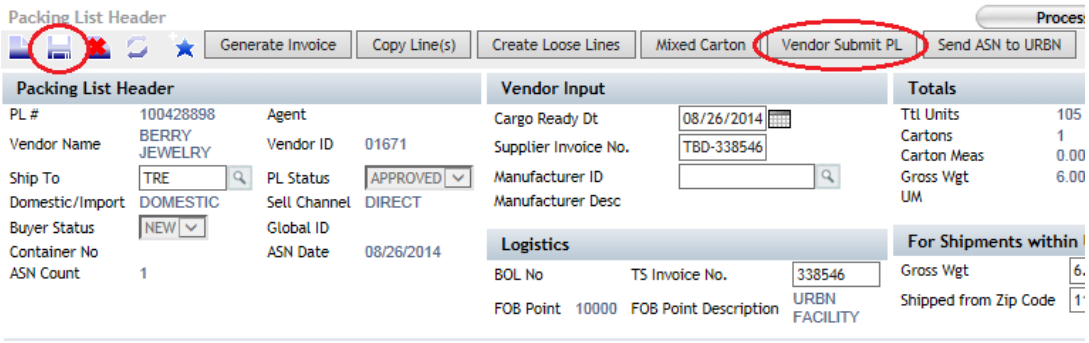
Vendor Input
Cargo Ready Dt 11/14/2010
Supplier Invoice No. YO-110510-
MID Code CNHANRUNCHAN
MID Desc HANGZHOU RUNWEI CLOTHING CO LTD

b. If there is no applicable MID, select 999999999 and then enter the Manufacturer information in the **Actual Manufacturer** section on the Packing List.

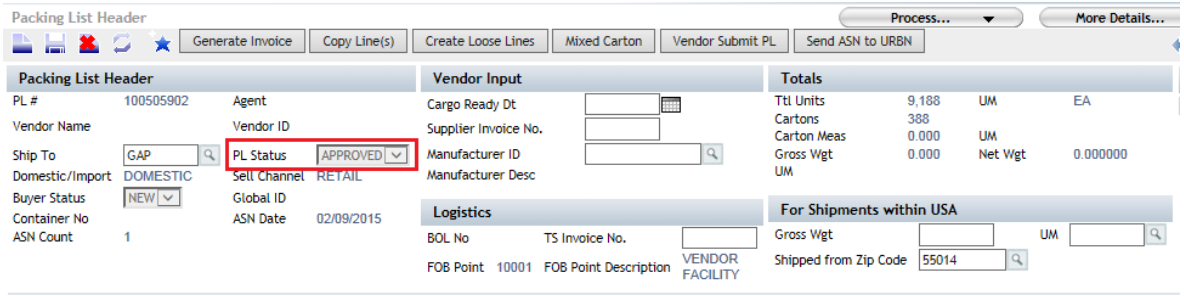

Vendor Input
Cargo Ready Dt 11/14/2010
Supplier Invoice No. YO-110510-
MID Code 999999999
MID Desc MANUALLY ENTER MANUFACTURER INFO
Totals
Ttl Units 540 UM EA
Cartons 11
Gross Wgt 154.300 Net Wgt 0.000000
UM KG Carton Meas 0.753
UM CBM
Carton Sizing
Carton Code | Carton GW | UM GW | Length | UM | Width | UM | Height | UM
MET1 | 16.00 | KG | 50.00 | CM | 35.00 | CM | 45.00 | CM
MET2 | 14.40 | KG | 50.00 | CM | 35.00 | CM | 40.00 | CM
MET3 | 13.00 | KG | 50.00 | CM | 35.00 | CM | 35.00 | CM
Actual Manufacturer
HANGZHOU MINGKAI CLOTHING CO,LTD
YONGXI DEVELOPMENT ZONE QIAOSI
YUHANG BOROUGH HANGZHOU,CHINA

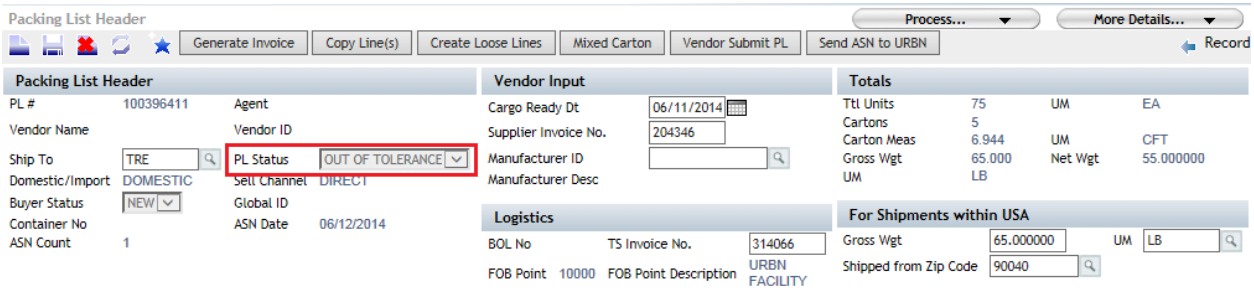
Step 3 (ALL VENDORS): Save & Submit Packing List

Once all packing list details are entered, click the Save button and submit the packing list for approval by clicking the "Vendor Submit PL" button. All packing lists must be "APPROVED



The system will automatically compare the packing list to the purchase order and the status of your packing list will switch to APPROVED or OUT OF TOLERANCE.

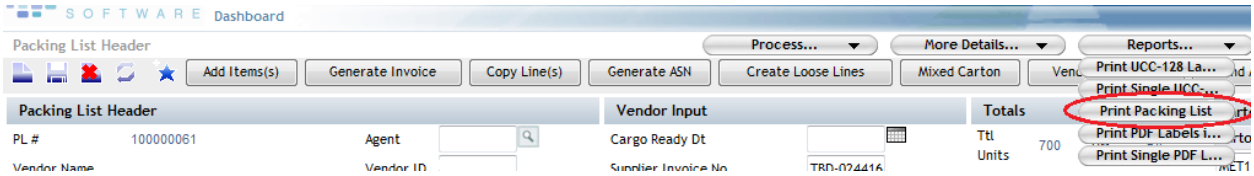


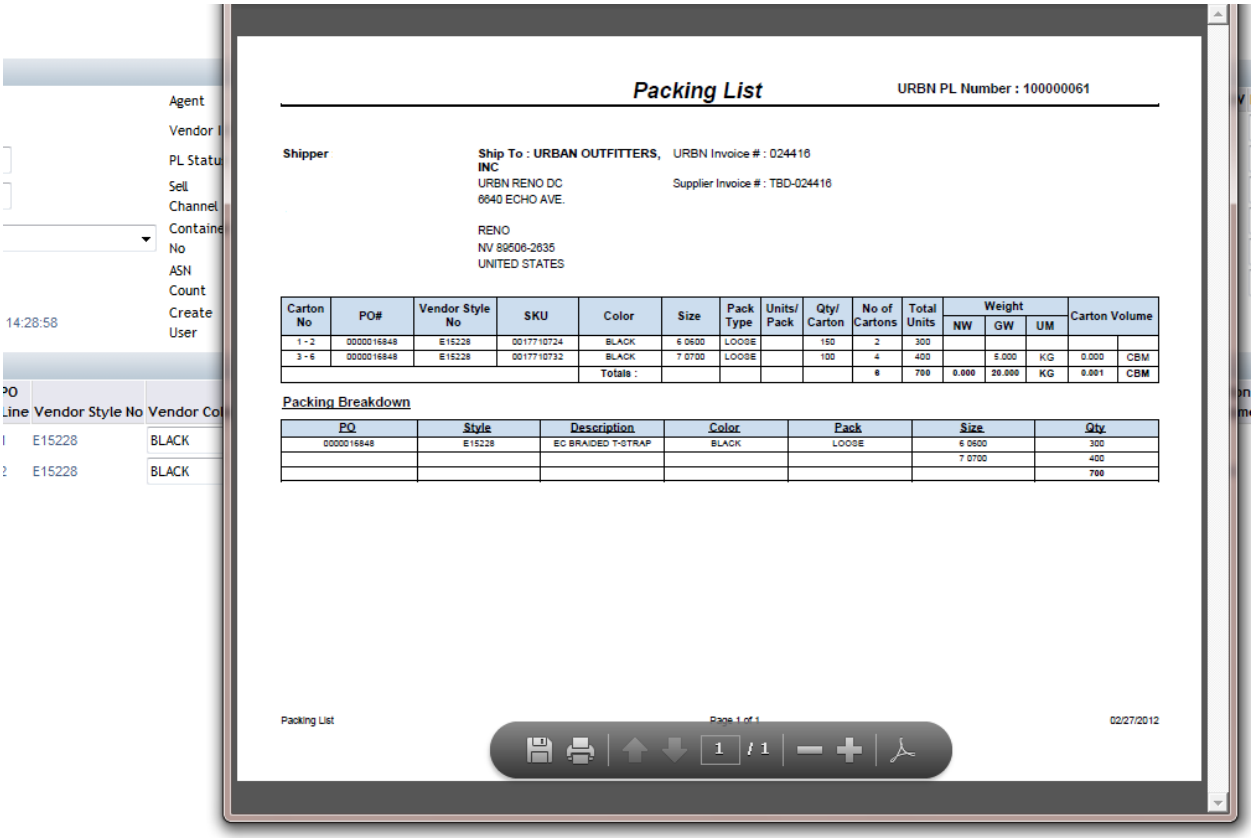


URBN allows vendors to ship within a +/- 5% variance of the units on the PO, **at a SKU level.** If this allowable tolerance is exceeded, the packing list will be OUT OF TOLERANCE. The vendor is responsible for contacting the buyer to have the PO updated accordingly. When all tolerance checks are met the PL Status will switch to APPROVED.

Step 4 (ALL VENDORS): Print Packing List

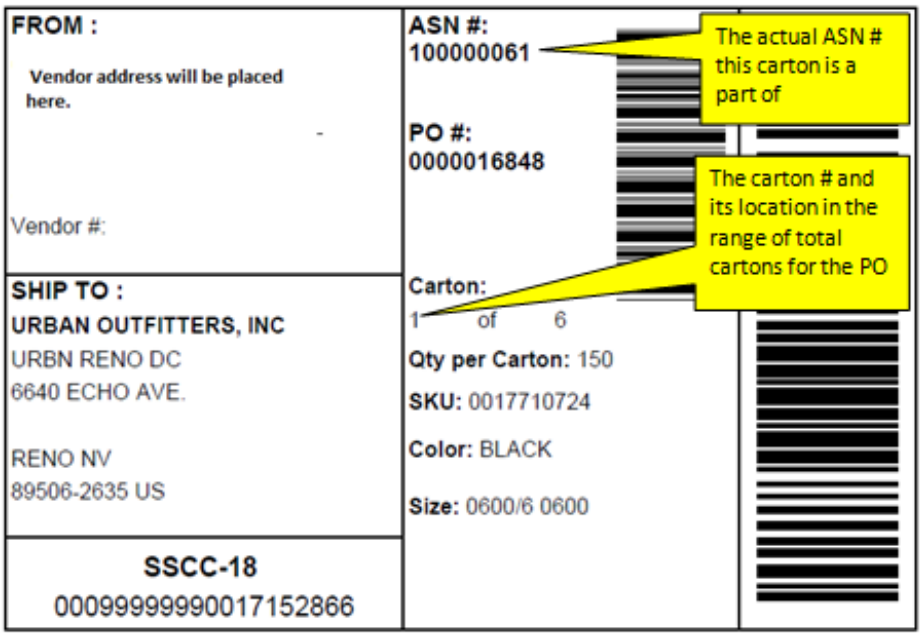
1. Click the **Reports** drop down menu
2. Click **Print Packing List**
3. A PDF of the packing list will pop up. You will have the option to print or save the packing list.





Step 5 (ALL VENDORS): Print Carton Labels

URBN requires all master cartons to ship with UCC-128 labels generated from the Tradestone packing list. The packing list will provide the detail needed for each carton number.

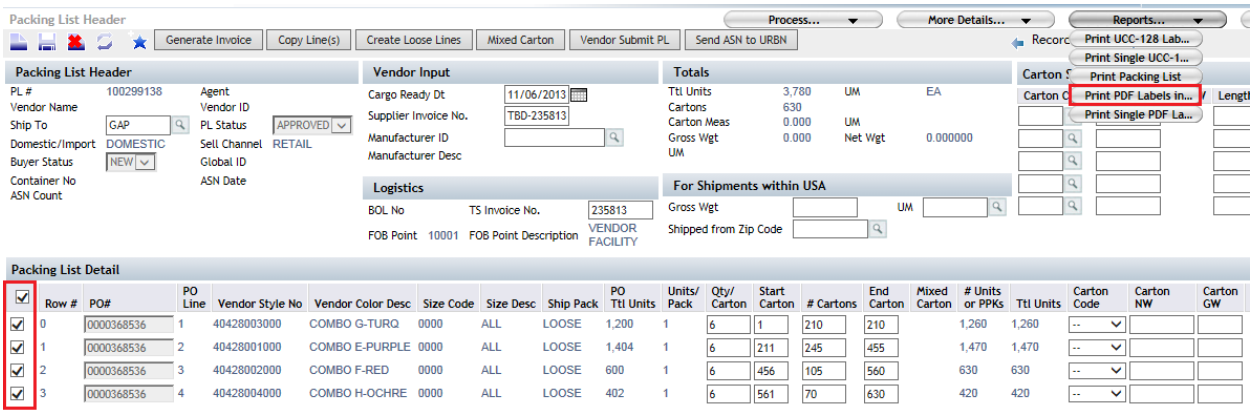


Step 6 (ALL VENDORS): Print Carton Labels

How to Print Multiple or ALL Carton Labels

The **Print PDF Labels in Batch** option allows you to print multiple labels from any browser and/or type of printer.

1. Select all rows in the Packing List Detail area
2. Click on the Reports drop down menu
3. Click “Print PDF Labels in Batch”



The ideal carton label size is 4” x 6”. However, other carton label sizes will be accepted.

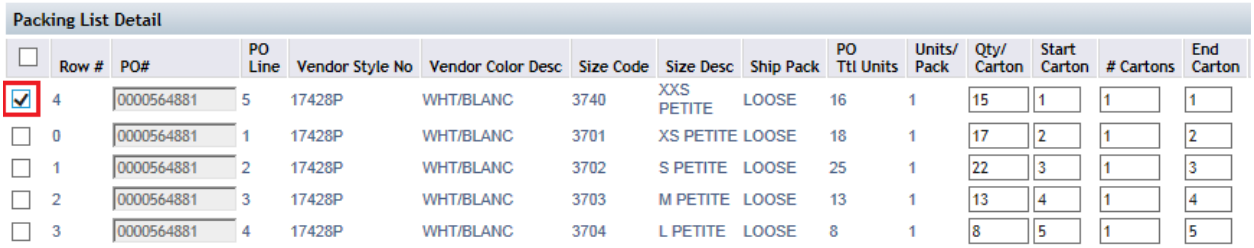
How to Print a Single Carton Label

Common reasons for needing to print a single carton label are:

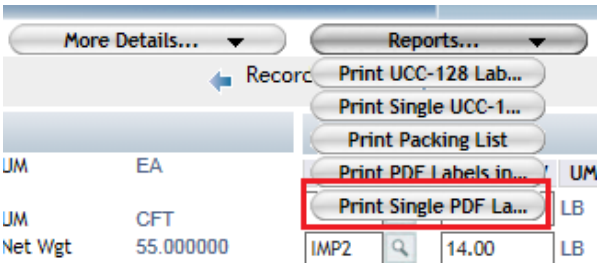
- Toner runs out
- Label rips

- Misaligned labels

1. From the packing list screen, select the row of the needed label.


Packing List Detail
Row # PO# PO Line Vendor Style No Vendor Color Desc Size Code Size Desc Ship Pack PO Ttl Units Units/ Pack Qty/ Carton Start Carton # Cartons End Carton
4 0000564881 5 17428P WHT/BLANC 3740 XXS PETITE LOOSE 16 1 15 1 1 1
0 0000564881 1 17428P WHT/BLANC 3701 XS PETITE LOOSE 18 1 17 2 1 2
1 0000564881 2 17428P WHT/BLANC 3702 S PETITE LOOSE 25 1 22 3 1 3
2 0000564881 3 17428P WHT/BLANC 3703 M PETITE LOOSE 13 1 13 4 1 4
3 0000564881 4 17428P WHT/BLANC 3704 L PETITE LOOSE 8 1 8 5 1 5

2. Click Reports > *Print Single PDF Labels in Batch*

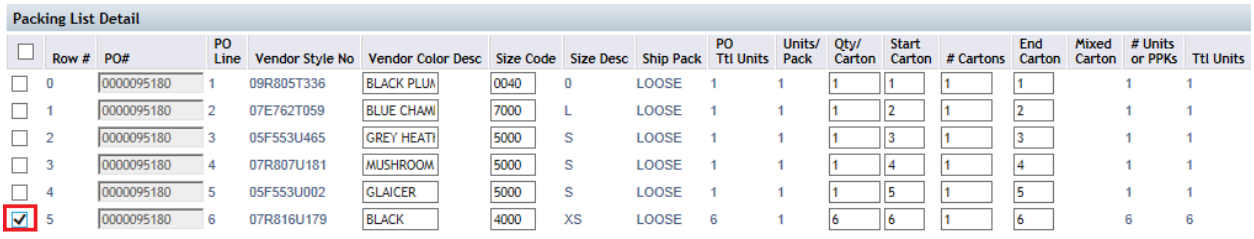


The PDF will generate like all other PDF reports in the system with the option to save and/or print.

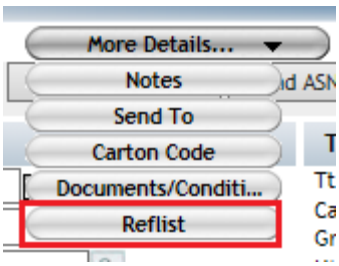
How to Delete a Carton Label

If a packing list is modified after you have already generated carton labels, you may need to delete the original labels from the system. In the example below, the BLACK XS was originally going to be split into 2 boxes, and would account for box # 6 and 7. The vendor then decided to put all 6 units in one box, so now the carton label that was originally generated for box 7 needs to be deleted.

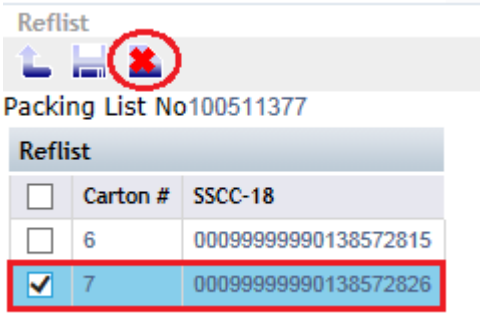
1. Select the row that was modified.


Packing List Detail
Row # PO# PO Line Vendor Style No Vendor Color Desc Size Code Size Desc Ship Pack PO Ttl Units Units/ Pack Qty/ Carton Start Carton # Cartons End Carton Mixed Carton # Units or PPKs Ttl Units
0 0000095180 1 09R805T336 BLACK PLUM 0040 0 LOOSE 1 1 1 1 1 1 1 1
1 0000095180 2 07E762T059 BLUE CHAM 7000 L LOOSE 1 1 1 2 1 2 1 1
2 0000095180 3 05F553U465 GREY HEATI 5000 S LOOSE 1 1 1 3 1 3 1 1
3 0000095180 4 07R807U181 MUSHROOM 5000 S LOOSE 1 1 1 4 1 4 1 1
4 0000095180 5 05F553U002 GLACIER 5000 S LOOSE 1 1 1 5 1 5 1 1
5 0000095180 6 07R816U179 BLACK 4000 XS LOOSE 6 1 6 6 1 6 6 6

2. Click **More Details**. Then click **Reflist**.



3. A list will appear with all the carton numbers generated for that style.
4. Select the row with the label that needs to be deleted and click the Delete button.



TIP: If the succeeding carton numbers were changed as a result of changing one row, be sure to check those carton labels as well!

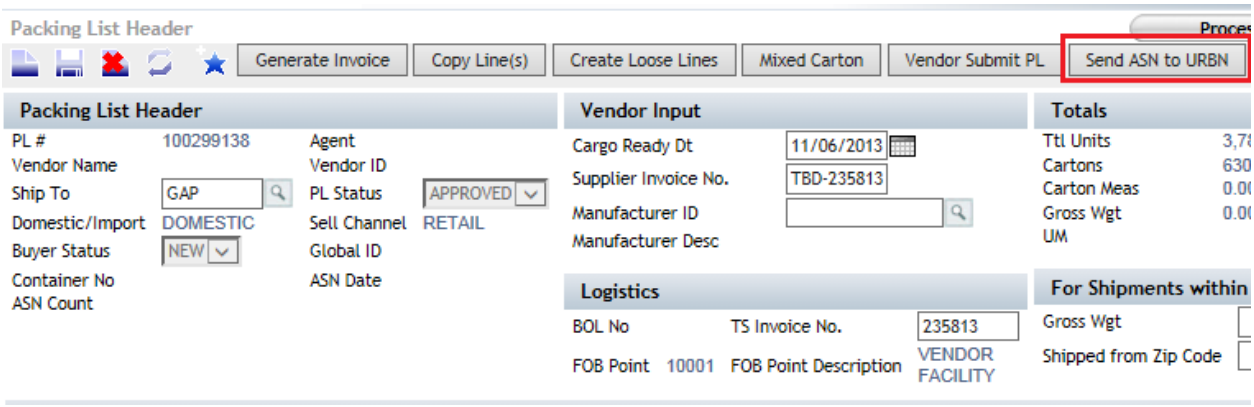
Click the return button to return to the packing list detail screen.

Carton Label Placement

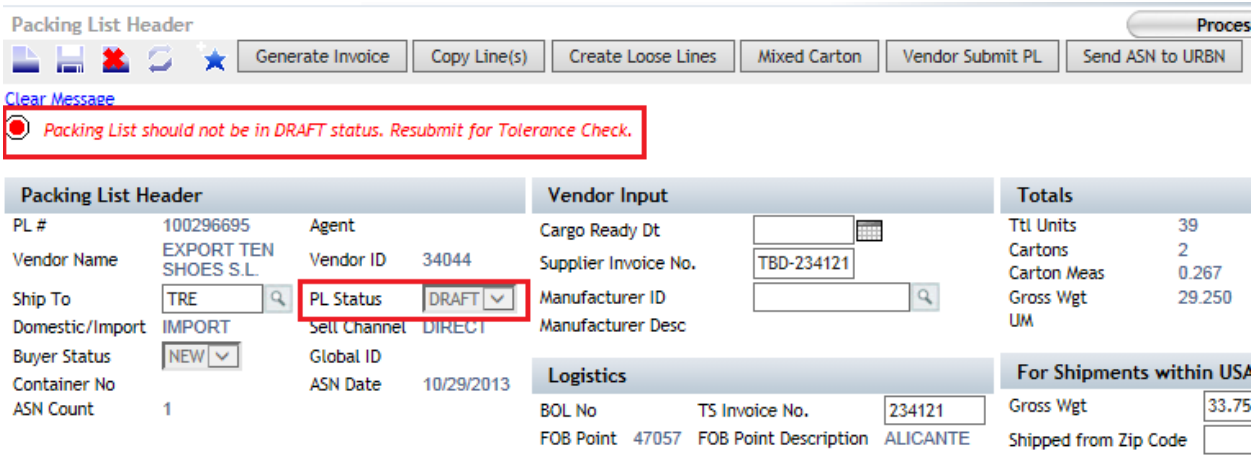
All carton labels must be placed on the lower right hand corner of the short side of the master carton. (*see below for example*)

Step 7 (ALL VENDORS): Send ASN to URBN

After you submit the packing list for approval, and print your packing list and UCC-128 labels, you must click "Send ASN to URBN". This will send the Advance Shipping Notice to URBN's Warehouse Management System. **This should only be clicked once the Packing List is finalized and carton labels have been printed.** If you need to update the packing list you must complete the "Vendor Submit PL" and "Send ASN" steps again.



If you click "Send ASN to URBN" before submitting the packing list, you will get below message. Please remember to click "Vendor Submit PL" first.

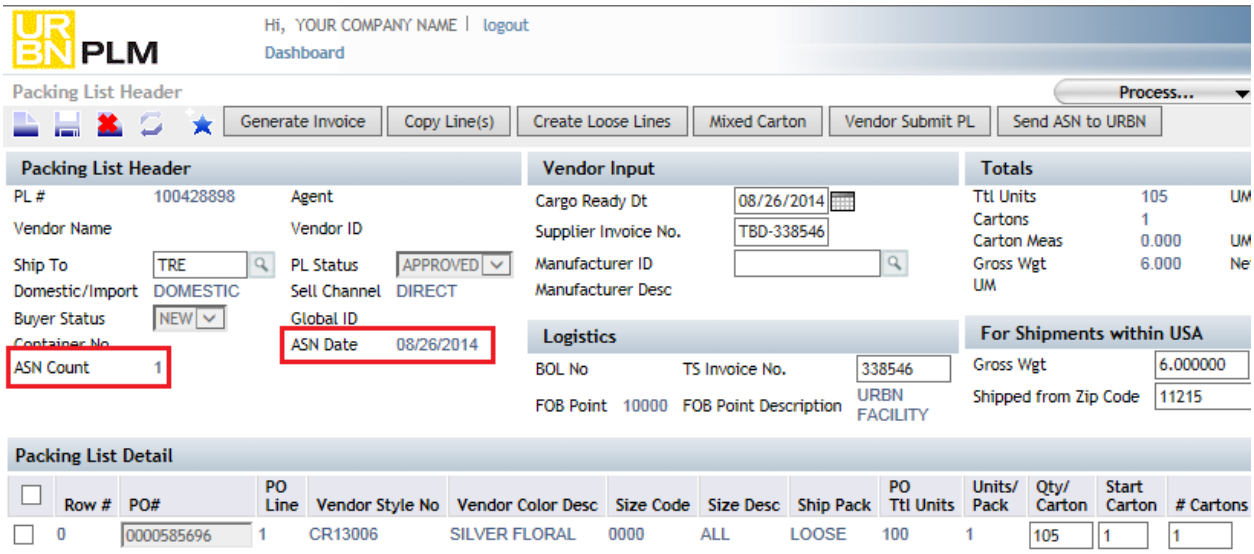


If the number of cartons does not match the number of labels, you will be notified with a message telling you which row(s) has the problem.

In the below scenario, an extra carton was added and the label was not printed. There may be some cases where you have to delete a label due to a revised packing list. Please see section on How to Delete a Carton Label.

Row # [8]: # Cartons must match the number of Labels generated for the ASN to be sent. Please generate the labels or check to see if you are missing or have extra labels.
Packing List Header
PL # 100092207
Vendor Name YOUR GARMENT CO.
Ship To TRE
Domestic/Import IMPORT
Buyer Status NEW
Agent 07876
Vendor ID 26541
PL Status APPROVED
Sell Channel WHOLESALE
Container No
Vendor Input
Cargo Ready Dt 04/28/2012
Supplier Invoice No. YO-2012040
Logistics
BOL No
TS Invoice No. 082146
Totals
Ttl Units 4,006 UM
Cartons 46
Gross Wgt 958.000 Net Wgt
UM Carton Meas
UM
Packing List Detail
Row # PO# PO Line Vendor Style No Vendor Color Desc Size Code Size Desc Ship Pack PO Ttl Units Units/ Pack Qty/ Carton Start Carton # Cartons End Carton
5 500007295 2 23F221Y304CA BLACK COMBO XS X-SMALL LOOSE 1 72 44 44
6 500007295 4 23F221Y304CA BLACK COMBO M MEDIUM LOOSE 1 14 44 44
7 500007295 3 23F221Y304CA BLACK COMBO L L LOOSE 1 47 45 1 45
8 500007295 3 23F221Y304CA BLACK COMBO L L LOOSE 1 1 48 1 48

To confirm whether or not the ASN has been sent, you can check the below areas on the packing list. The **ASN Count** will reflect the number of times the ASN has been sent – this should always be 1! The **ASN Date** will reflect the date the ASN was sent. If these fields are blank, the ASN has not been sent yet.



Other Packing List Functions

If you are not sure how to fill out the packing list to represent your specific packing arrangement – find the answer in this section!

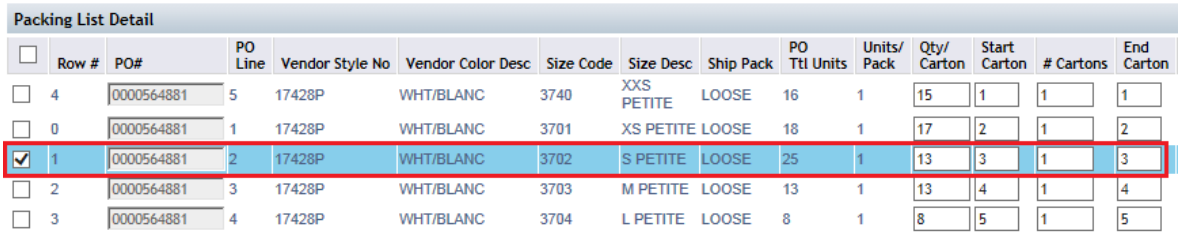
Copy Line(s)

The "Copy Line(s)" button is to be used when there are extras or overruns of a size/style, or the same number of units is not being packed among more than one carton.

For example: An order is placed for 300 loose units. 125 units are packed in each of 2 cartons. 50 units are remaining. Since the 50 units will not fit in the standard 125 units per carton breakdown, another line must be added.

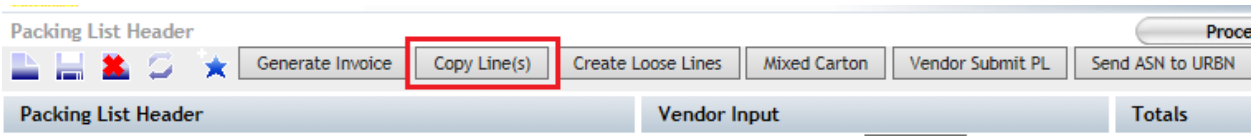
To add the additional line:

1. Select the row that requires an additional line for the carton with a different number of units


Packing List Detail

	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton
☐	4	0000564881	5	17428P	WHT/BLANC	3740	XXS PETITE	LOOSE	16	1	15	1	1	1
☐	0	0000564881	1	17428P	WHT/BLANC	3701	XS PETITE	LOOSE	18	1	17	2	1	2
☑	1	0000564881	2	17428P	WHT/BLANC	3702	S PETITE	LOOSE	25	1	13	3	1	3
☐	2	0000564881	3	17428P	WHT/BLANC	3703	M PETITE	LOOSE	13	1	13	4	1	4
☐	3	0000564881	4	17428P	WHT/BLANC	3704	L PETITE	LOOSE	8	1	8	5	1	5

2. Click the “Copy Line(s)” button. A new line will be added.



Packing List Detail

	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton
☐	4	0000564881	5	17428P	WHT/BLANC	3740	XXS PETITE	LOOSE	16	1	15	1	1	1
☐	0	0000564881	1	17428P	WHT/BLANC	3701	XS PETITE	LOOSE	18	1	17	2	1	2
☐	1	0000564881	2	17428P	WHT/BLANC	3702	S PETITE	LOOSE	25	1	13	3	1	3
☐	5	0000564881	2	17428P	WHT/BLANC	3702	S PETITE	LOOSE		1				
☐	2	0000564881	3	17428P	WHT/BLANC	3703	M PETITE	LOOSE	13	1	13	4	1	4
☐	3	0000564881	4	17428P	WHT/BLANC	3704	L PETITE	LOOSE	8	1	8	5	1	5

3. Once the details for this row have been entered, click Save and the totals will update.

Create Loose Lines - For Pre-Packed (PPK) Orders Only

The “Create Loose Lines” button is to be used in cases where a pre-packed line needs to be broken out to ship individual loose units. **Please note if your order is setup to be shipped in pre-packs, you must comply. This function is only to be used when there are extra units on the PO that do not fit into the pre-pack.**

For example: In the PO below, sizes 6, 7, 8, 9, & 10 are within the PPK for the black color. There are extra units for sizes 9 and 10.

URBAN OUTFITTERS
(215)454-5500

PO #: 0000036143

Vendor :

Bill to :
URBAN OUTFITTERS WHOLESALE, INC.
URBAN OUTFITTERS
5000 SOUTH BROAD STREET
PHILADELPHIA, PA 19112-1495, US
Ship To:
URBAN OUTFITTERS
URBN GAP DC
755 BRACKBILL ROAD
GAP, PA, 17527-9457, US

Order date : 10/01/2009
Ship date : 01/15/2010
Cancel date : 01/22/2010
FOB : MUMBAI
Ship via : AIR
Pre-Ticket : Y
Season :
Channel : RETAIL

Payment Terms : LETTER
Currency : USD
Order Type :
Version : 4
Revision Date : 01/14/201

Row No	Pack Type	Vendor Style	Item Number	Color	Size	SKU	Qty	Qty UM	Pack Qty	Total Units	Unit Retail	Uni
	KB SUEDE KNOT SLINGBA*171											
1	PPK	E-15673	0314-28858-5673-001-9830	BLACK		0017588724	191	PPK				
	Components:				6	0017588633			2	382	28.00	
					7	0017588641			3	573	28.00	
					8	0017588658			4	764	28.00	
					9	0017588666			2	382	28.00	
					10	0017588674			1	191	28.00	

1. Select the row of the PPK to break out

Packing List Detail

	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton	Mixed Carton	# Units or PPKs	Ttl Units
☑	0	0000036143	1	E-15673	BLACK	9830	PREPACK	PPK	2,292	12	190	1	1	1		190	2,280
☐	1	0000036143	2	E-15673	BROWN	9830	PREPACK	PPK	1,896	12	158	2	1	2		158	1,896
☐	2	0000036143	3	E-15673	HARBOR	9830	PREPACK	PPK	1,380	12	115	3	1	3		115	1,380

2. Click the “Create Loose Lines” button

Packing List Header — Process...
Generate Invoice | Copy Line(s) | Create Loose Lines | Mixed Carton | Vendor Submit PL | Send ASN to URBN

3. The loose lines for each SKU in the PPK will appear. Check the <u>un-needed</u> SKU’s/sizes and click the button. (If all are needed, skip this step).

Packing List Detail

	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton
☐	0	0000036143	1	E-15673	BLACK	9830	PREPACK	PPK	2,292	12	190	1	1	1
☑	3	0000036143	1	E-15673	BLACK	0600	6	LOOSE	2,292	1				
☑	4	0000036143	1	E-15673	BLACK	0700	7	LOOSE	2,292	1				
☑	5	0000036143	1	E-15673	BLACK	0800	8	LOOSE	2,292	1				
☐	6	0000036143	1	E-15673	BLACK	0900	9	LOOSE	2,292	1				
☐	7	0000036143	1	E-15673	BLACK	1000	10	LOOSE	2,292	1				
☐	1	0000036143	2	E-15673	BROWN	9830	PREPACK	PPK	1,896	12	158	2	1	2
☐	2	0000036143	3	E-15673	HARBOR	9830	PREPACK	PPK	1,380	12	115	3	1	3

4. Complete the new rows for the Loose SKU’s and click Save.

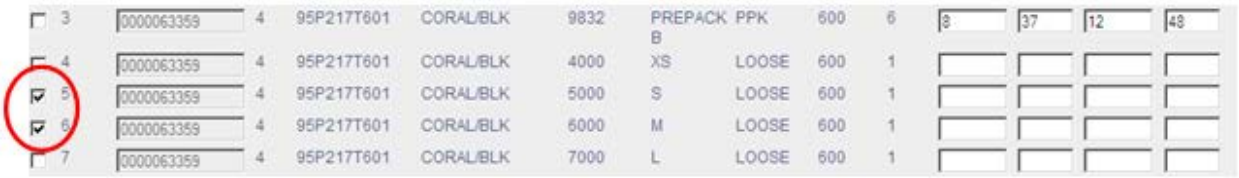
PREPACK	PPK	2,292	12	190	1	1	1
PREPACK	PPK	1,896	12	158	2	1	2
PREPACK	PPK	1,380	12	115	3	1	3
9	LOOSE	2,292	1	5	4	1	4
10	LOOSE	2,292	1	5	5	1	5

	Remember: Carton numbers should always be entered in sequence.

Building a Mixed SKU Carton

For URBN, a **mixed carton** refers to multiple SKU's (sizes and/or colors) combined and packed together in the same carton. At first, creating a "mixed carton" in Tradestone can be tricky! Please carefully follow these instructions:

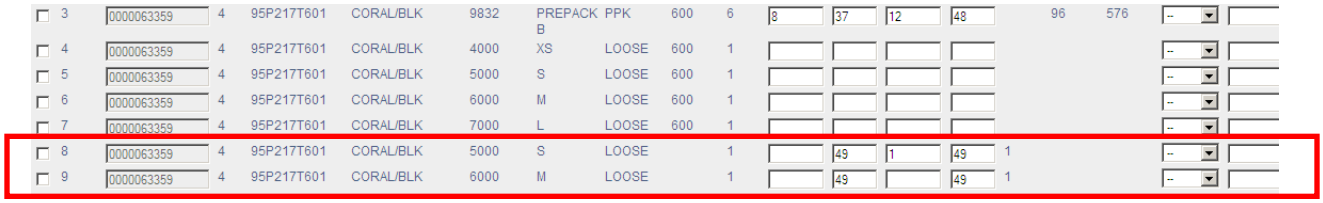
1. Select the SKU's that are being packed together in a single carton (there should be nothing entered in the required fields at this point).



2. Once the SKU's are selected, click the "Mixed Carton" button.

3. The lines selected will duplicate at the bottom into a *mixed carton.* **The next number in the carton sequence will automatically populate in the Start and End Carton fields. The # of Cartons field will also automatically populate to 1.**

For example: If the mixed SKU carton is Carton # 49 below, the fields for Carton # 1-48 should be completed first and then create the mixed carton.



4. If the original lines are not needed after the mixed carton is created, please be sure they are deleted. (See below instructions on deleting a row).

*TIP: A good way to confirm a "mixed carton" was successfully created is to make sure the new rows populated with a number in the Mixed Carton column. This correctly indicates these SKU's will arrive in the same carton.

Packing List Detail

	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton	Mixed Carton	# Units or PPKs	Ttl Units
☐	8	0000663049	1	2M 3189	GREY	4000	XS	LOOSE		1	13	1	1	1	1	13	13
☐	9	0000663049	2	2M 3189	GREY	5000	S	LOOSE		1	7	1		1	1	7	7
☐	1	0000663049	2	2M 3189	GREY	5000	S	LOOSE	27	1	20	2	1	2		20	20
☐	2	0000663049	3	2M 3189	GREY	6000	M	LOOSE	27	1	20	3	1	3		20	20

Deleting a Row from the Packing List

1. Select the rows you do not need by placing a check in the box next to the row #.

Packing List Detail

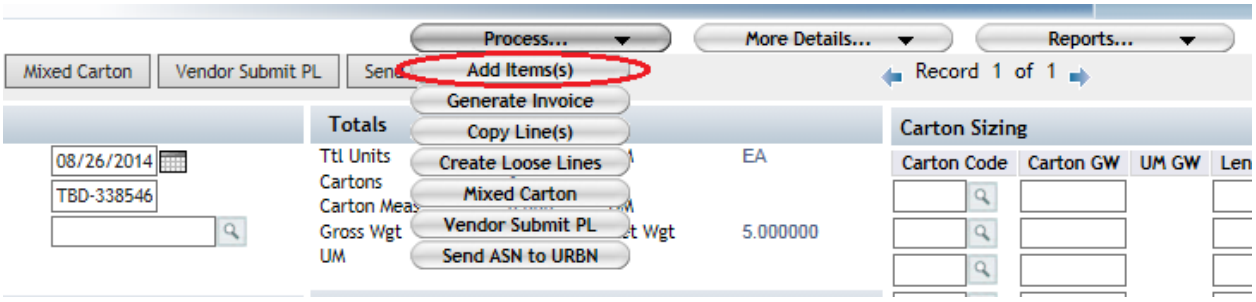
	Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton	Mixed Carton	# Units or PPK
☑	9	0000145079	1	REUNION	PUTTY	0006	6	LOOSE		1	2	1	1	1	1	2
☑	10	0000145079	2	REUNION	PUTTY	0007	7	LOOSE		1	2	1		1	1	2
☑	11	0000145079	6	REUNION	PUTTY	0650	6 1/2	LOOSE		1	2	1		1	1	2
☑	12	0000145079	7	REUNION	PUTTY	0750	7 1/2	LOOSE		1	4	1		1	1	4
☐	13	0000145079	3	REUNION	PUTTY	0008	8	LOOSE		1	4	2	1	2	2	4
☐	14	0000145079	4	REUNION	PUTTY	0009	9	LOOSE		1	2	2		2	2	2
☐	15	0000145079	8	REUNION	PUTTY	0850	8 1/2	LOOSE		1	4	2		2	2	4
☐	8	0000145079	9	REUNION	PUTTY	0950	9 1/2	LOOSE	2	1	2	3	1	3		2

2. Click the delete button

Add a Deleted Line Back to the Packing List:

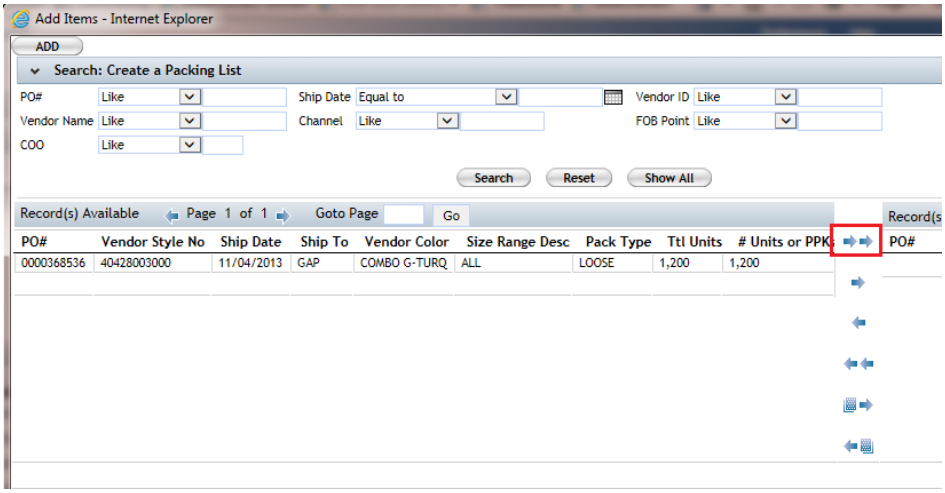
If a line is accidentally deleted from the packing list and needs to be added back on, the procedure is similar to "resetting" the PO for packing.

1. From the "Reset PO to Build Packing List" query, switch the status of the desired line(s) from *packed* to *new* and Save.
2. Open the existing packing list. (See "How to Search for an Existing Packing List") Once in the packing list screen, click Process and then click Add Item(s)

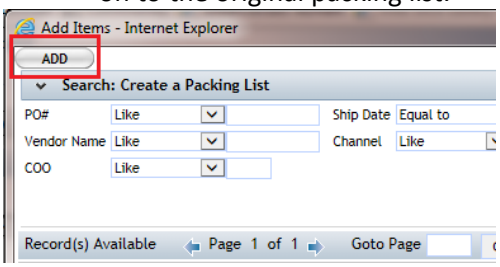


3. When the pop-up window appears resembling the "Create a Packing List" query, enter the PO # and click Search.

4. When the styles you wish to add back on to the packing list appear, use the arrows to move the items from the left to right side just like in the Create a Packing List query.

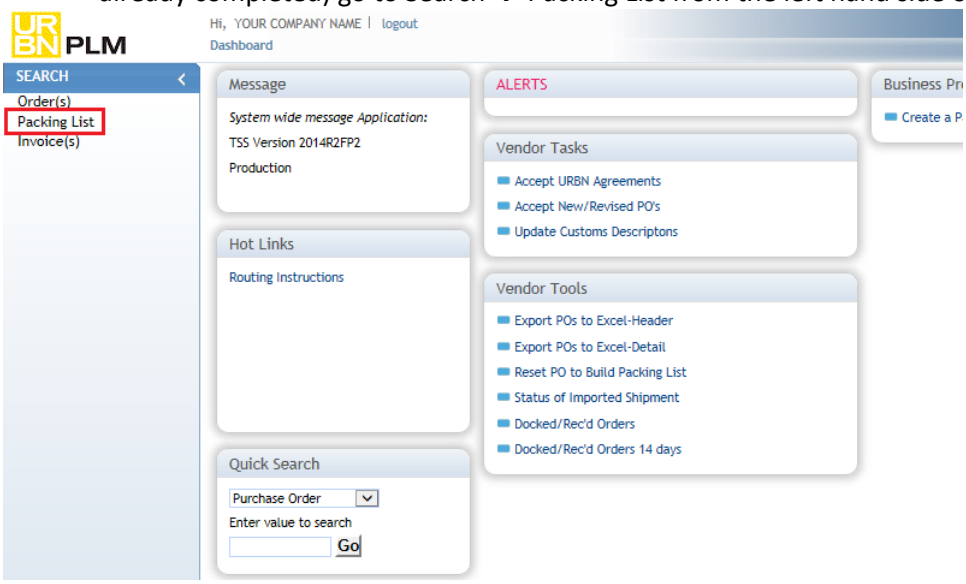


5. Once all item(s) are on the right side click the **Add** button. The line(s) will then be added directly on to the original packing list.

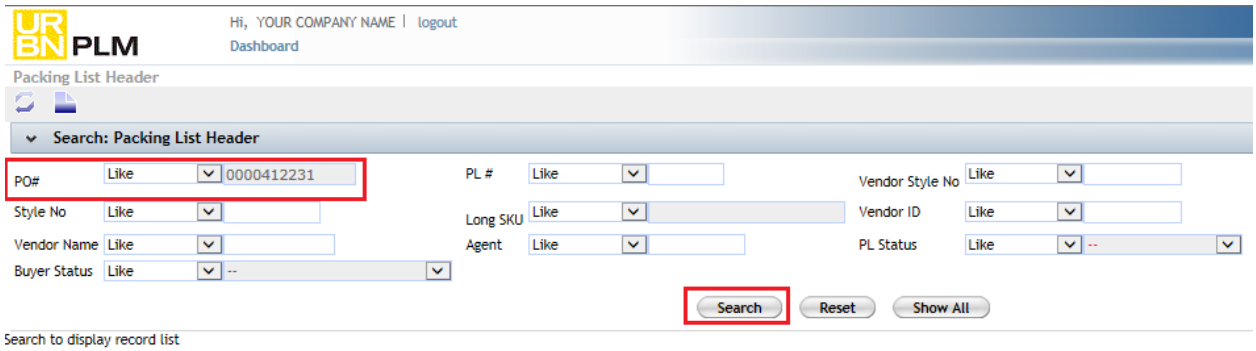


How to Search for an Existing Packing List:

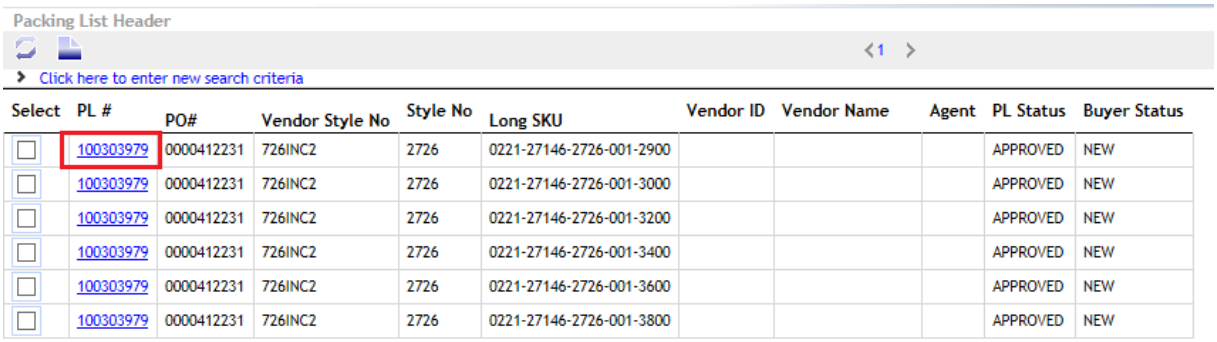
1. To search for a previously created packing list (meaning the Create a Packing List step was already completed) go to Search → Packing List from the left hand side of the dashboard.



2. Search by just PO # or any other listed field.



3. Click the blue, underlined packing list number to enter into the packing list screen.



Select	PL #	PO#	Vendor Style No	Style No	Long SKU	Vendor ID	Vendor Name	Agent	PL Status	Buyer Status
☐	100303979	0000412231	726INC2	2726	0221-27146-2726-001-2900				APPROVED	NEW
☐	100303979	0000412231	726INC2	2726	0221-27146-2726-001-3000				APPROVED	NEW
☐	100303979	0000412231	726INC2	2726	0221-27146-2726-001-3200				APPROVED	NEW
☐	100303979	0000412231	726INC2	2726	0221-27146-2726-001-3400				APPROVED	NEW
☐	100303979	0000412231	726INC2	2726	0221-27146-2726-001-3600				APPROVED	NEW
☐	100303979	0000412231	726INC2	2726	0221-27146-2726-001-3800				APPROVED	NEW

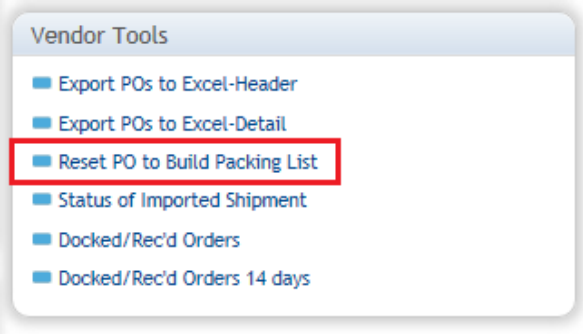
Reset PO to Build a New Packing List

- The "Reset PO to Build Packing List" query is used when:
  - A packing list is deleted and a new packing list needs to be created
  - When a line is deleted from the packing list and needs to be added back on

NOTE: You should only have **ONE packing list in the system for each PO at all times. Please be sure to delete any incorrect packing lists from the system. See How to Delete a Packing List.*

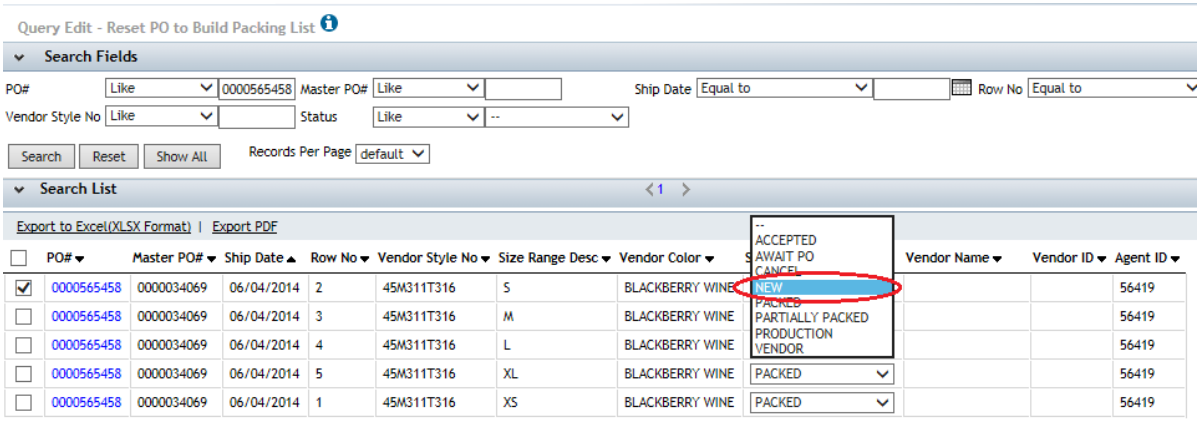
When a packing list is deleted, the PO status must be switched from *packed* to *new* in order to build another packing list from the Create a Packing List query. If the status has not been switched, the PO will not appear in the Create a Packing List query.

1. Click on "Reset PO to Build Packing List" on the dashboard under Vendor Tools.

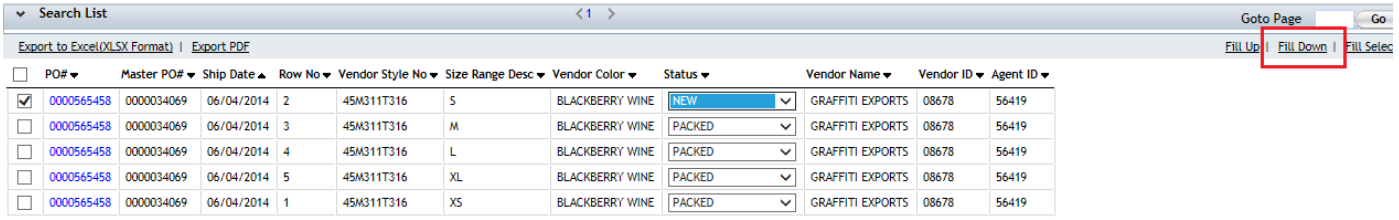


2. Enter the PO # and click Search.

3. Change the Status from *packed* to *new* using the drop down for every line of the PO. After, all lines are switched click the Save button in the top right hand side of the screen.


Query Edit - Reset PO to Build Packing List
Search Fields
PO# Like 0000565458 Master PO# Like Ship Date Equal to Row No Equal to
Vendor Style No Like Status Like --
Search Reset Show All Records Per Page default
Search List
Export to Excel(XLSX Format) | Export PDF
PO# Master PO# Ship Date Row No Vendor Style No Size Range Desc Vendor Color Status Vendor Name Vendor ID Agent ID
0000565458 0000034069 06/04/2014 2 45M311T316 S BLACKBERRY WINE NEW 56419
0000565458 0000034069 06/04/2014 3 45M311T316 M BLACKBERRY WINE 56419
0000565458 0000034069 06/04/2014 4 45M311T316 L BLACKBERRY WINE 56419
0000565458 0000034069 06/04/2014 5 45M311T316 XL BLACKBERRY WINE PACKED 56419
0000565458 0000034069 06/04/2014 1 45M311T316 XS BLACKBERRY WINE PACKED 56419
-- ACCEPTED AWAIT PO CANCEL NEW PACKED PARTIALLY PACKED PRODUCTION VENDOR

SHORT CUT: To update all lines of a PO at once, change the first line to new and click "Fill Down", then Save.

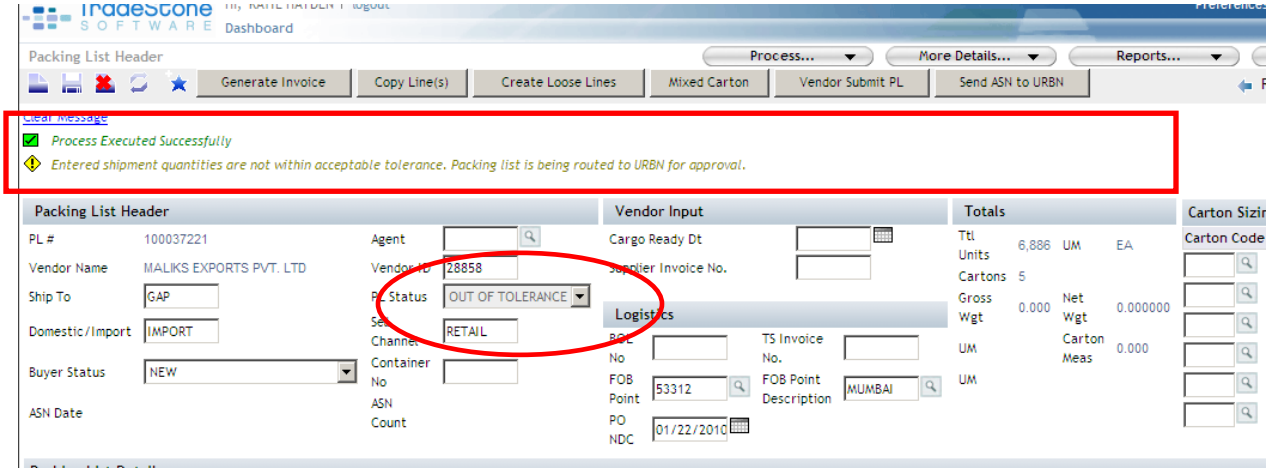

Search List
Goto Page Go
Export to Excel(XLSX Format) | Export PDF
Fill Up | Fill Down | Fill Selec
PO# Master PO# Ship Date Row No Vendor Style No Size Range Desc Vendor Color Status Vendor Name Vendor ID Agent ID
0000565458 0000034069 06/04/2014 2 45M311T316 S BLACKBERRY WINE NEW GRAFFITI EXPORTS 08678 56419
0000565458 0000034069 06/04/2014 3 45M311T316 M BLACKBERRY WINE PACKED GRAFFITI EXPORTS 08678 56419
0000565458 0000034069 06/04/2014 4 45M311T316 L BLACKBERRY WINE PACKED GRAFFITI EXPORTS 08678 56419
0000565458 0000034069 06/04/2014 5 45M311T316 XL BLACKBERRY WINE PACKED GRAFFITI EXPORTS 08678 56419
0000565458 0000034069 06/04/2014 1 45M311T316 XS BLACKBERRY WINE PACKED GRAFFITI EXPORTS 08678 56419

How to Resolve an Out of Tolerance Packing List

URBN allows vendors to ship a variance of + or - 5% at the SKU level. If exceeded, the packing list will indicate an OUT OF TOLERANCE status upon submission with the below message:

☑ *Entered shipment quantities are not within acceptable tolerance. Please contact URBN buyer for approval.*

If this message is received contact your buyer or buying operations coordinator for approval of the short/over shipment. If approved, the PO must be updated to match what is shipping. Once the PO is updated, simply re-submit the packing list and the OUT OF TOLERANCE status will switch to APPROVED.

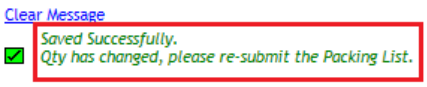


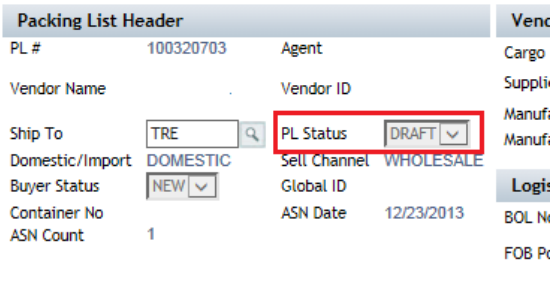
Modifying an Already Submitted Packing List

It is possible to modify a packing list that has already been submitted. First, search for the already created packing list. To edit the packing list, place the curser in a field that needs to be changed, delete the current details, enter the correct information, save, and resubmit the packing list.

Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton
1	500010440	2	33F008U853	BLACK	XS	XS	LOOSE	2,000	1	100	1	20	20
5	500010440	2	33F008U853	BLACK	XS	XS	LOOSE		1	30	21	1	21
4	500010440	2	33F008U853	BLACK	XS	XS	LOOSE		1	75	22	1	22
0	500010440	1	33F008U853	BLACK	S	S	LOOSE	3,400	1	100	23	34	56
8	500010440	1	33F008U853	BLACK	S	S	LOOSE		1	35	57	1	57
7	500010440	1	33F008U853	BLACK	S	S	LOOSE		1	70	58	1	58
6	500010440	1	33F008U853	BLACK	S	S	LOOSE		1	73	59	1	59
3	500010440	4	33F008U853	BLACK	M	M	LOOSE	3,000	1	100	60	29	88
9	500010440	4	33F008U853	BLACK	M	M	LOOSE		1	103	89	1	89
10	500010440	4	33F008U853	BLACK	M	M	LOOSE		1	77	90	2	91

Remember to click “Vendor Submit PL” after editing, as the packing list will be back in DRAFT status.

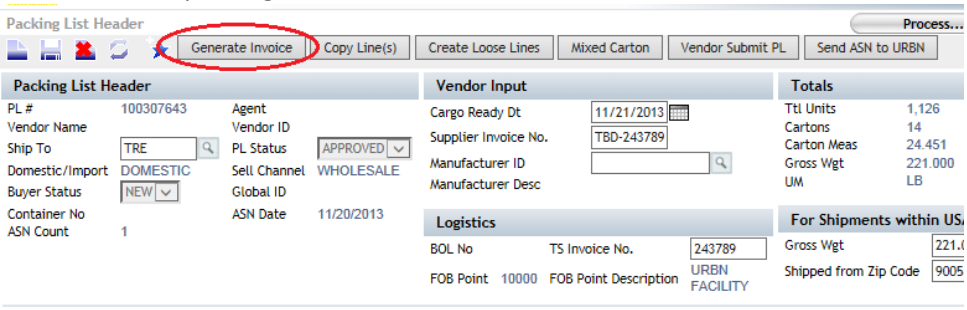




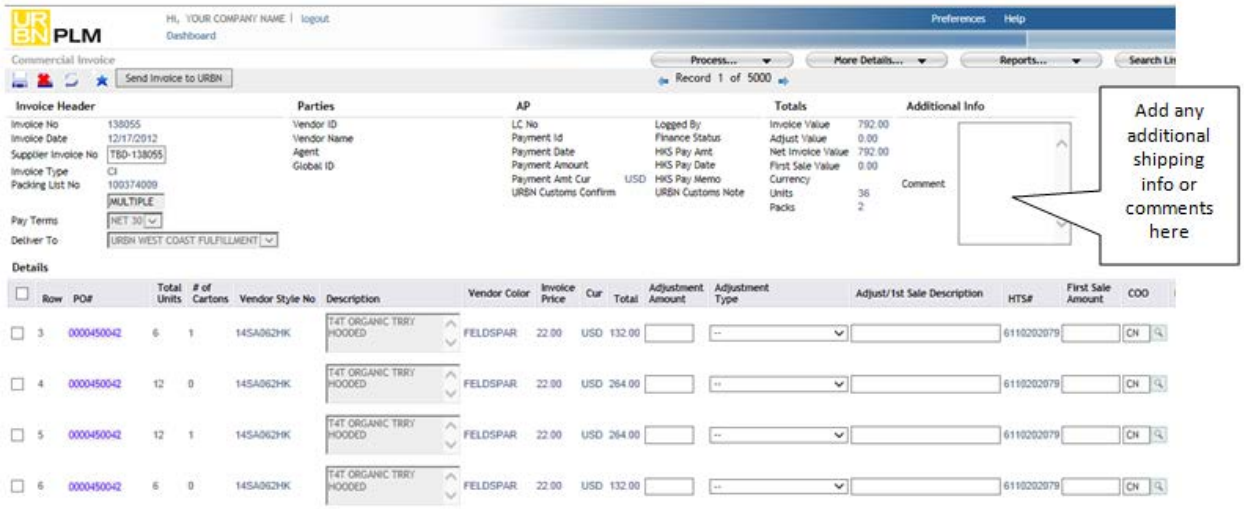
How to Generate the Invoice

The invoice, like the carton labels, is generated from the completed and approved packing list screen.

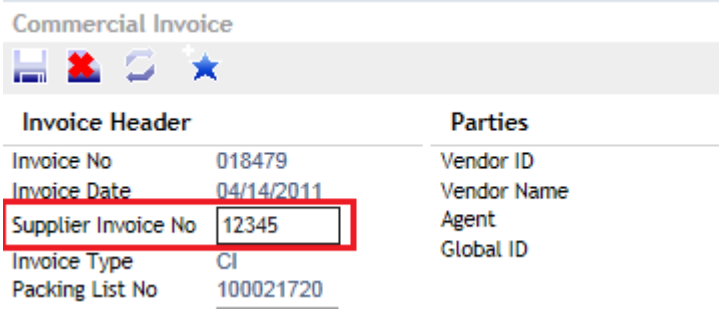
1. On the packing list screen, click the *Generate Invoice* button.



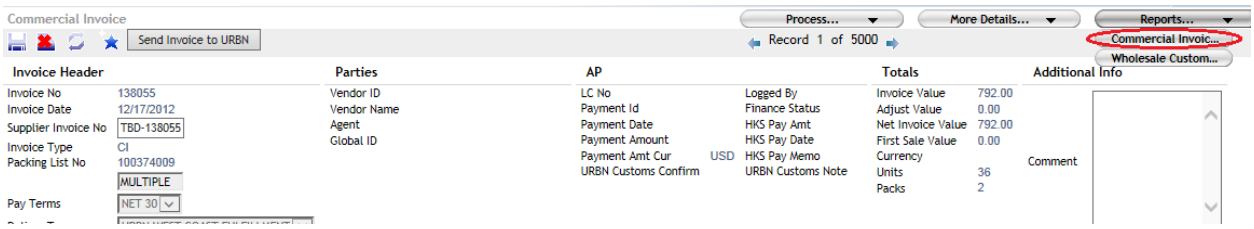
2. The Commercial Invoice screen will appear.



**TIP: You have the option to add your company's invoice number, if desired, to allow for cross-referencing. Enter your invoice # in the "Supplier Invoice No" field and click Save. Otherwise, you can leave this field blank.*



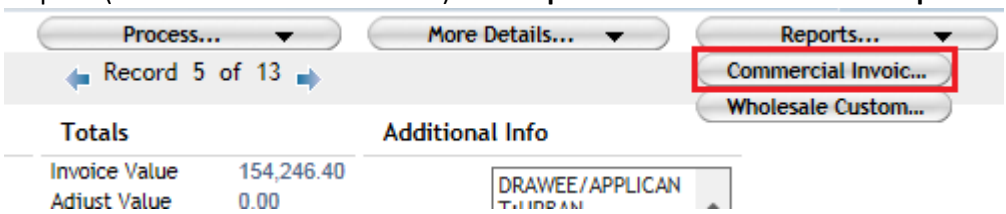
3. To generate a PDF which you can save and/or print, click **Reports** > **Commercial Invoice Report**. A PDF version of the invoice will appear with the option to save and/or print.



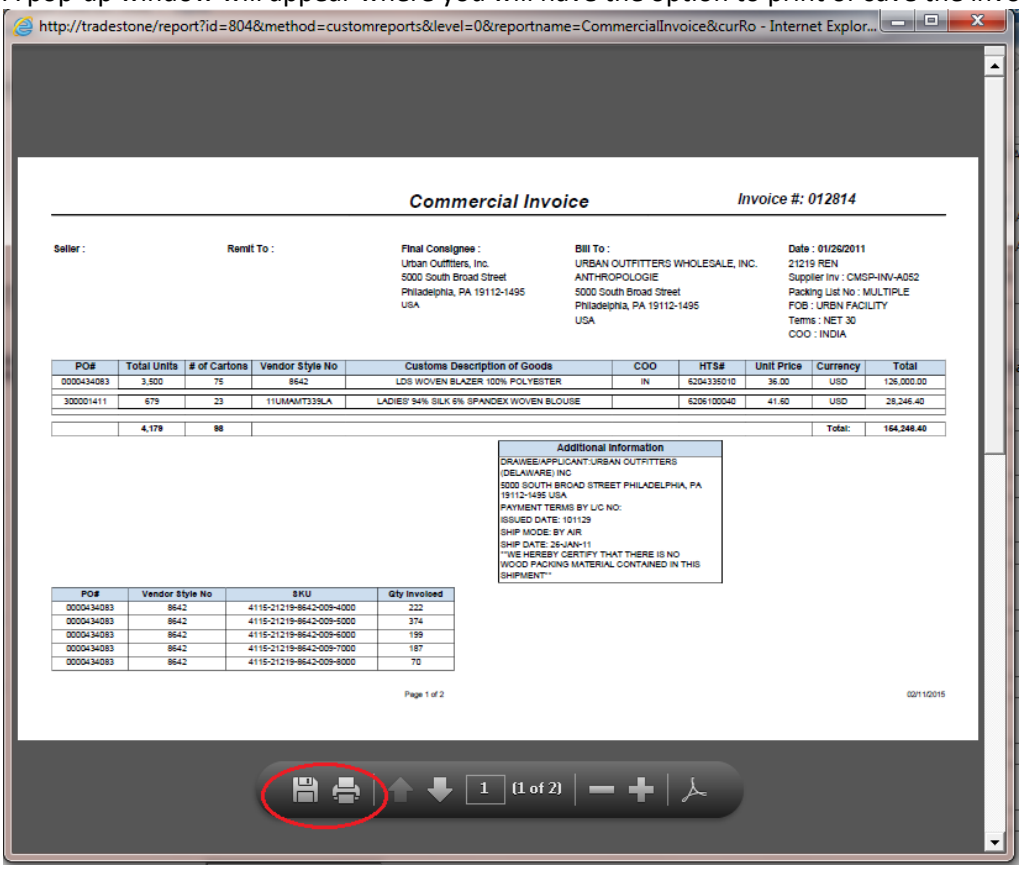
How to Print or Save the Invoice

If you are setup with LC, wire payment or terms other than Net 30, you will **need to complete this step in order to SAVE a copy of your invoice for submission.*

To print (or save the invoice as a PDF) click **Reports** > **Commercial Invoice Report**.



A pop-up window will appear where you will have the option to print or save the invoice as a PDF.


http://tradestone/report?id=804&method=customreports&level=0&reportname=CommercialInvoice&curRo - Internet Explor...
Commercial Invoice
Invoice #: 012814
Seller :
Remit To :
Final Consignee :
Urban Outfitters, Inc.
5000 South Broad Street
Philadelphia, PA 19112-1495
USA
Bill To :
URBAN OUTFITTERS WHOLESALE, INC.
ANTHROPOLOGIE
5000 South Broad Street
Philadelphia, PA 19112-1495
USA
Date : 01/26/2011
21219 REN
Supplier Inv : CMSP-INV-A052
Packing List No : MULTIPLE
FOB : URBN FACILITY
Terms : NET 30
COO : INDIA
PO# | Total Units | # of Cartons | Vendor Style No | Customs Description of Goods | COO | HTS# | Unit Price | Currency | Total
0000434083 | 3,500 | 75 | 8642 | LDS WOVEN BLAZER 100% POLYESTER | IN | 6204335010 | 36.00 | USD | 126,000.00
300001411 | 679 | 23 | 11UMAMT339LA | LADIES' 94% SILK 6% SPANDEX WOVEN BLOUSE | | 6206100040 | 41.60 | USD | 28,246.40
4,179 | 98 | Total: | 154,246.40
Additional Information
DRAWEE/APPLICANT:URBAN OUTFITTERS (DELAWARE) INC
5000 SOUTH BROAD STREET PHILADELPHIA, PA 19112-1495 USA
PAYMENT TERMS BY L/C NO:
ISSUED DATE: 101129
SHIP MODE: BY AIR
SHIP DATE: 26-JAN-11
"WE HEREBY CERTIFY THAT THERE IS NO WOOD PACKING MATERIAL CONTAINED IN THIS SHIPMENT"
PO# | Vendor Style No | SKU | Qty Invoiced
0000434083 | 8642 | 4115-21219-8642-009-4000 | 222
0000434083 | 8642 | 4115-21219-8642-009-5000 | 374
0000434083 | 8642 | 4115-21219-8642-009-6000 | 199
0000434083 | 8642 | 4115-21219-8642-009-7000 | 187
0000434083 | 8642 | 4115-21219-8642-009-8000 | 70
Page 1 of 2
02/11/2015
1 (1 of 2)

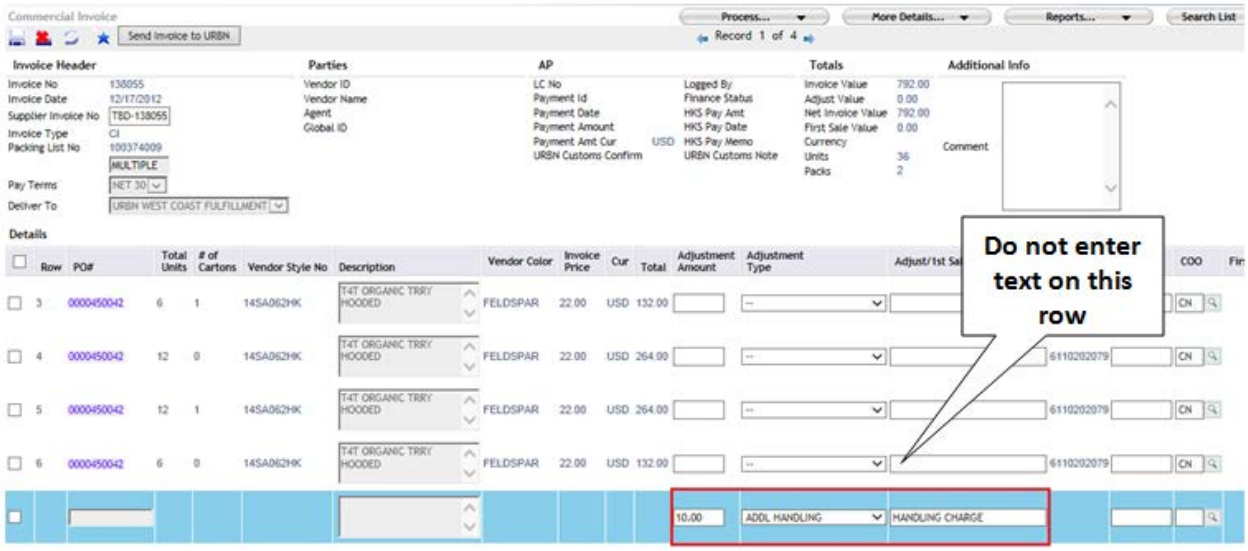
How to Submit Invoice for Payment

- **Domestic vendors with net 30 payment terms ONLY**: As long as you have generated your invoice in Tradestone per the above instructions, our AP department will automatically receive your invoice when the goods are received at our DC! No additional steps, beyond clicking **Generate Invoice** on your packing list, are necessary.
- All vendors paid by letter of credit, wire transfer, or with terms other than Net 30, please follow the instructions in the Billing Procedures section of urbanvendor.com.

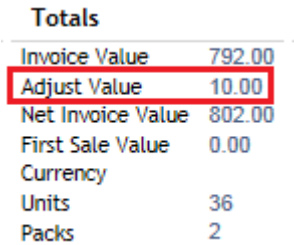
***Non-Tradestone invoices should *never* be submitted to the freight forwarder or carrier.**

How to Enter Adjustments on the Invoice

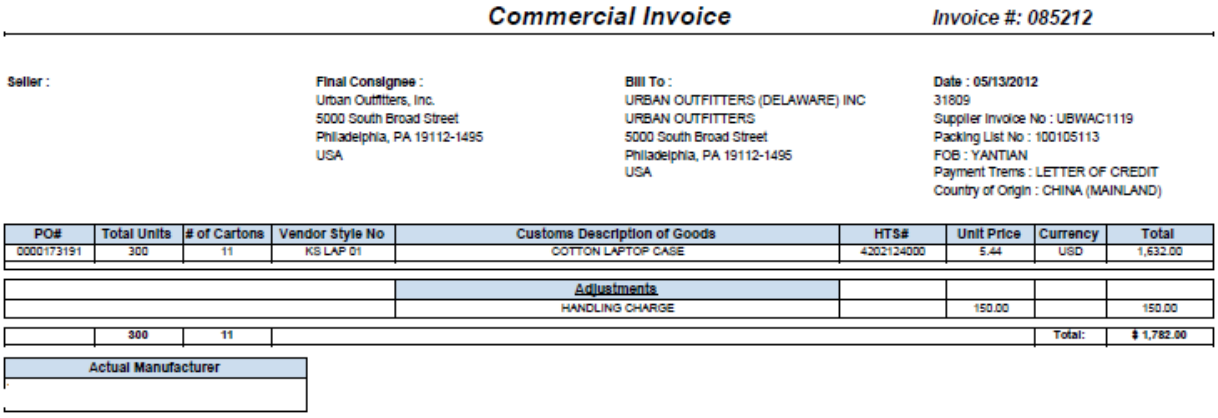
1. Enter the *Adjustment Amount*, *Adjustment Type and Adjustment Description* in the respective fields on the **next open row** in the detail level of the invoice.
   ***These adjustment attributes can NOT be entered on the same row as detail from the PO.**



2. Click Save. The totals will reflect the adjusted value.



Added adjustments will appear on the printed or saved PDF version of the invoice.



Commercial Invoice *Invoice #: 085212*

Seller :

Final Consignee :
Urban Outfitters, Inc.
5000 South Broad Street
Philadelphia, PA 19112-1495
USA

Bill To :
URBAN OUTFITTERS (DELAWARE) INC
URBAN OUTFITTERS
5000 South Broad Street
Philadelphia, PA 19112-1495
USA

Date : 05/13/2012
31809
Supplier Invoice No : UBWAC1119
Packing List No : 100105113
FOB : YANTIAN
Payment Trems : LETTER OF CREDIT
Country of Origin : CHINA (MAINLAND)

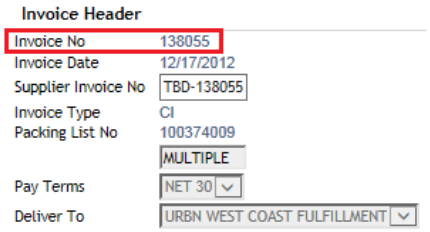
PO#	Total Units	# of Cartons	Vendor Style No	Customs Description of Goods	HTS#	Unit Price	Currency	Total
0000173191	300	11	KS LAP 01	COTTON LAPTOP CASE	4202124000	5.44	USD	1,632.00
				Adjustments				
				HANDLING CHARGE		150.00		150.00
	300	11					Total:	$ 1,782.00

Actual Manufacturer

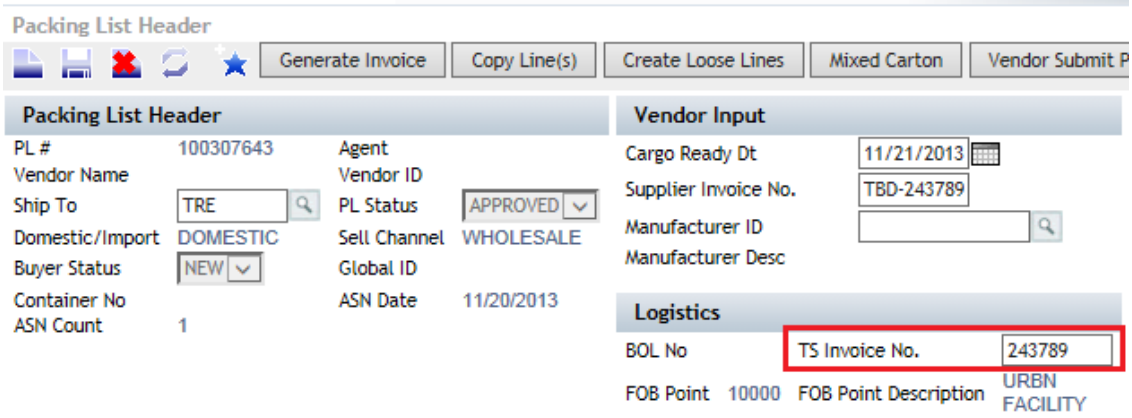
	If there is any reason to enter a credit to URBN, a negative value can be entered in the Adjustment field.

How to Put Multiple Packing Lists on One Invoice

1. Click *Generate Invoice* from one of the approved packing lists you wish to consolidate on an invoice.
2. Take note of the **Invoice No** automatically generated by Tradestone.



3. Open the other packing list using the **Search** query from the dashboard.
4. In the **TS Invoice No.** field enter the *Invoice No* you want this packing list to be added to.

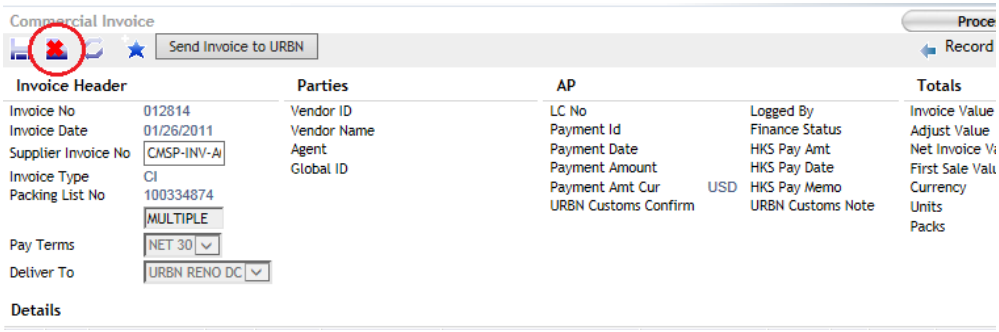


5. Click **Generate Invoice**. The second packing list will be added to the invoice with the first packing list.

Making an Update to the Packing List after the Invoice has been Created

If an invoice has been created and the units on the packing list are adjusted/changed – **a new invoice must be created.**

1. Open the previously created invoice (use the *Search – Invoice(s)* query on the dashboard)
2. Take note of the Supplier Invoice No., First Sale information if applicable, and any entered comments.
3. Delete the Invoice by clicking the delete button.

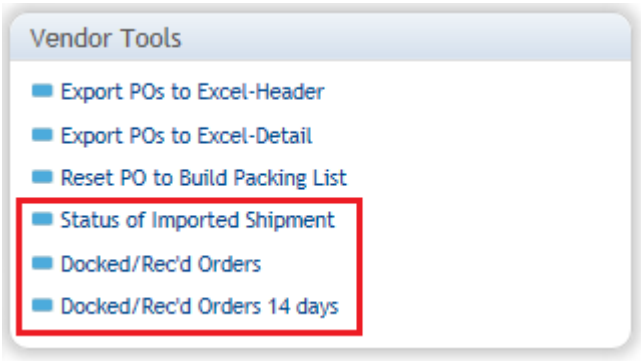


4. Open the packing list and once the necessary changes have been made, click **Generate Invoice**.
5. On the new invoice add the Supplier Invoice No, comments, and First Sale information if needed from the previous invoice.

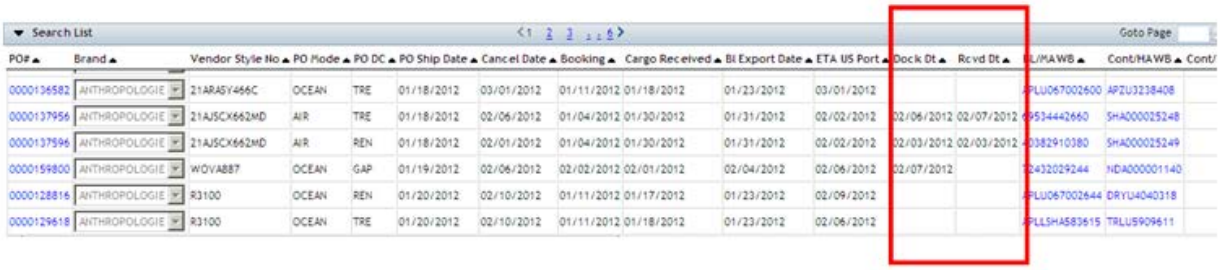
Shipping Details

How to Track Your Order

The following queries under **Vendor Tools** are can be used to check the status of a shipment.



Query Name	Definition
Status of Imported Shipment	Only for PO's where URBN is the importer of the goods into the US. Will show PO, Vendor Style No., cargo received, dock date and receiving date. You may drill into the BOL/Airway Bill for details.
Docked/Rec'd Orders	This query gives the vendor the opportunity to see which orders were docked or received.
Docked/Rec'd Orders 14 days	Will show all PO's that have been docked or received at a DC in the last two weeks. Includes import and domestic orders.



The following values will be on all retail, direct and wholesale PO's:

- Dock Date = True "in DC" date
- Received Date = Date order is received in our host system.

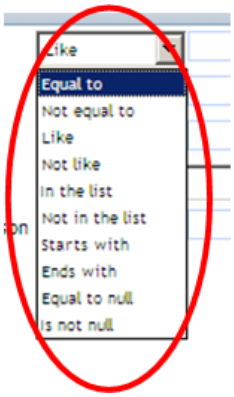
****Payment is based off the *received* date****

In the event there is a split shipment, Tradestone will show the most recent values.

Appendix

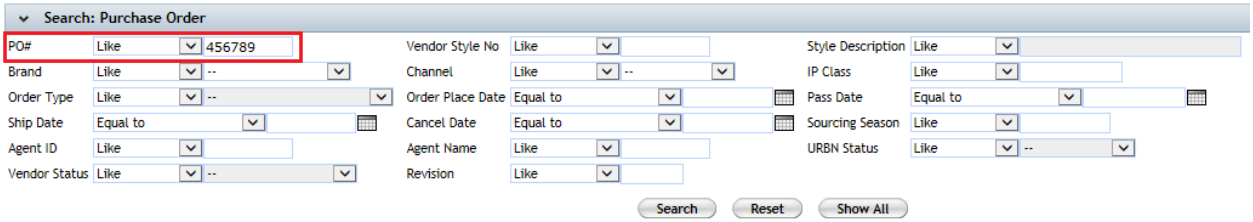
Search Tips

When performing a search in Tradestone there are a variety of ways to filter values as shown below:



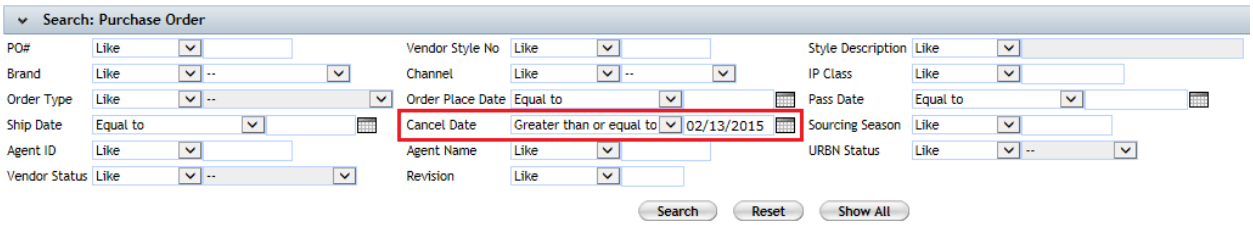
The different fields in the header exist to help narrow down search results. For example, on the **Search: Purchase Order** query you can choose to search by a number of fields as displayed below.

PO

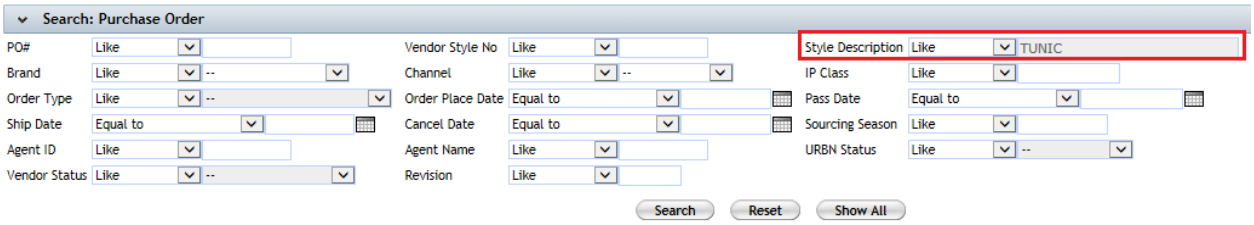


Cancel Date

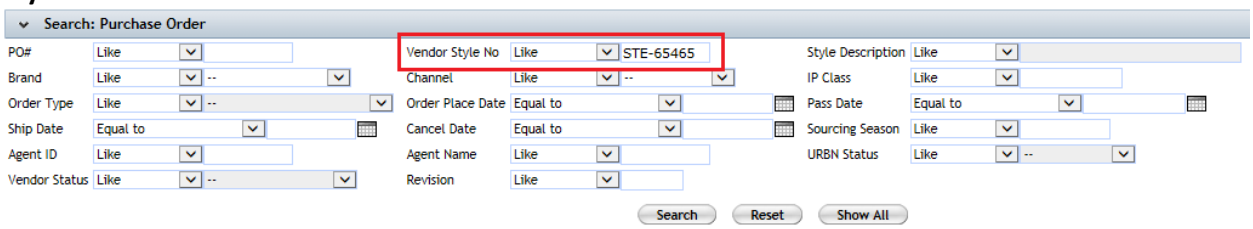
**Tip: Filter by Cancel Date "Greater Than or Equal To" current date to find upcoming PO's*



Style Description

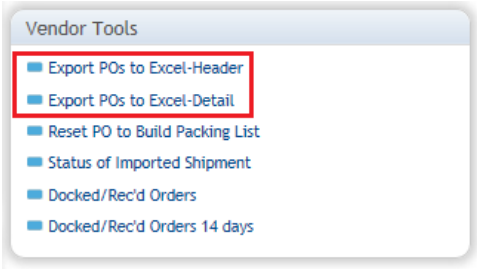


Style Number



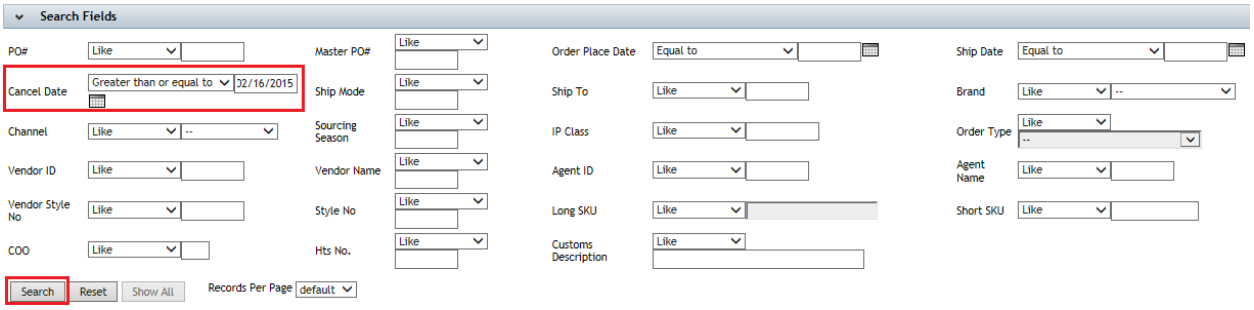
How to Export Data

There are 2 queries in Vendor Tools that allow you to export PO information into an Excel spreadsheet.

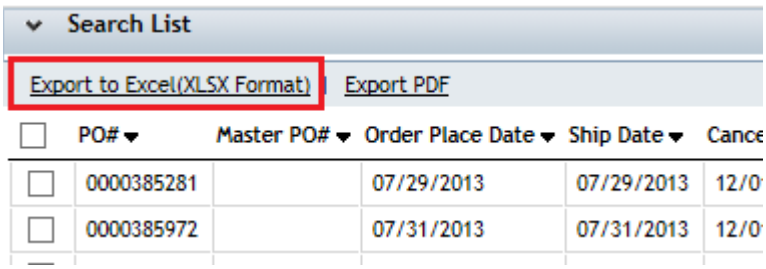


Example: You wish to create a list of all PO's that have a future Cancel Date.

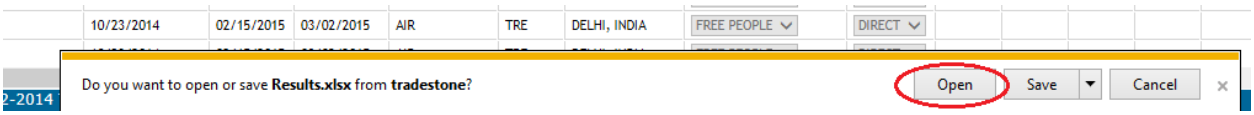
1. Change the drop-down option to "Greater than or equal to" and eter today's date. Click Search.



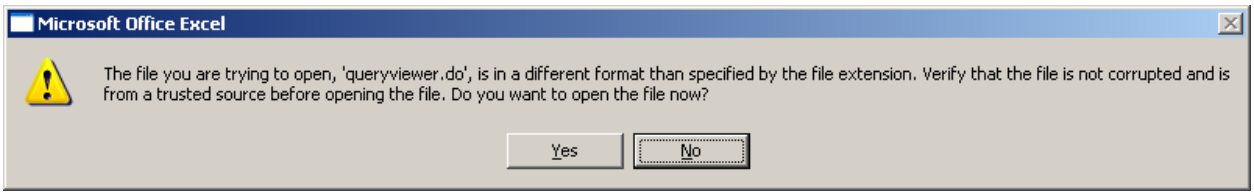
2. Click **Export to Excel (XLSX Format)**



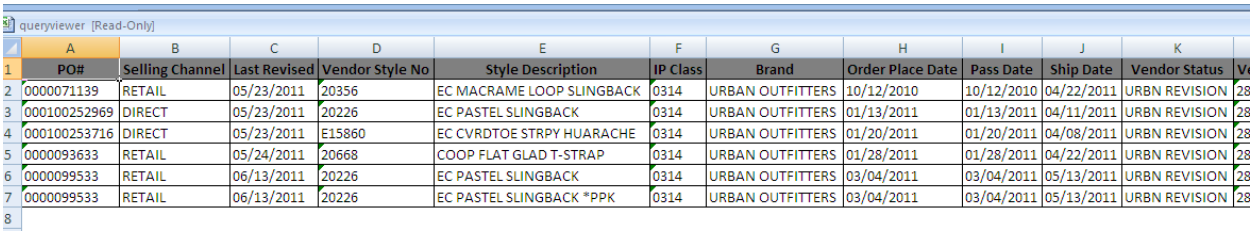
3. The system will prompt you to *Open* or *Save* the exported file.



If prompted with the message below, click *Yes*


Microsoft Office Excel
The file you are trying to open, 'queryviewer.do', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
Yes
No

4. The Excel document will appear



queryviewer [Read-Only]

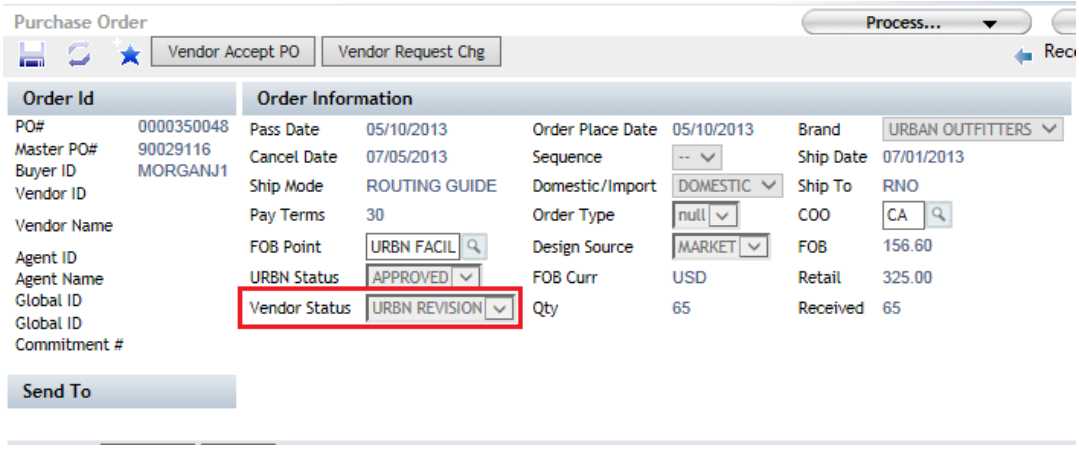
	A	B	C	D	E	F	G	H	I	J	K
1	PO#	Selling Channel	Last Revised	Vendor Style No	Style Description	IP Class	Brand	Order Place Date	Pass Date	Ship Date	Vendor Status
2	0000071139	RETAIL	05/23/2011	20356	EC MACRAME LOOP SLINGBACK	0314	URBAN OUTFITTERS	10/12/2010	10/12/2010	04/22/2011	URBN REVISION
3	000100252969	DIRECT	05/23/2011	20226	EC PASTEL SLINGBACK	0314	URBAN OUTFITTERS	01/13/2011	01/13/2011	04/11/2011	URBN REVISION
4	000100253716	DIRECT	05/23/2011	E15860	EC CVRDTOE STRPY HUARACHE	0314	URBAN OUTFITTERS	01/20/2011	01/20/2011	04/08/2011	URBN REVISION
5	0000093633	RETAIL	05/24/2011	20668	COOP FLAT GLAD T-STRAP	0314	URBAN OUTFITTERS	01/28/2011	01/28/2011	04/22/2011	URBN REVISION
6	0000099533	RETAIL	06/13/2011	20226	EC PASTEL SLINGBACK	0314	URBAN OUTFITTERS	03/04/2011	03/04/2011	05/13/2011	URBN REVISION
7	0000099533	RETAIL	06/13/2011	20226	EC PASTEL SLINGBACK *PPK	0314	URBAN OUTFITTERS	03/04/2011	03/04/2011	05/13/2011	URBN REVISION
8											

Frequently Asked Questions

Q: Why is my PO not showing up in the "Create a Packing List" query?

There are only 2 reasons why a PO would not show up in the Create a Packing List query:

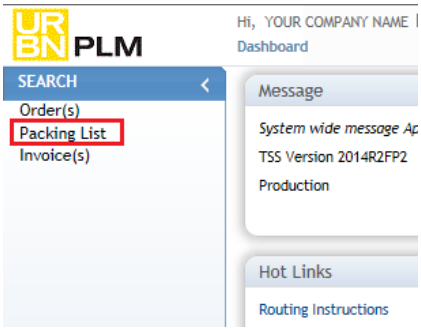
1. **The PO is not in APPROVED/ACCEPTED status on URBN/Vendor side.** Always verify the PO is in "APPROVED /ACCEPTED" status before attempting to build a packing list. If the status is "NEW", "URBN REVISION", "REQUEST CHANGE" or "URBAN RESPONSE", the PO needs to be re-accepted.



2. **A packing list has already been created OR has been created and deleted**. The packing list still **may** be in the system. Always verify if a packing list has already been created, by searching for the Packing List from the dashboard. In the event there is no packing list, the status of the PO will need

to be switched from PACKED to NEW to create a new packing list. ***Reference the Reset PO to Build Packing List section for directions on how to switch a PO status from PACKED to NEW.**

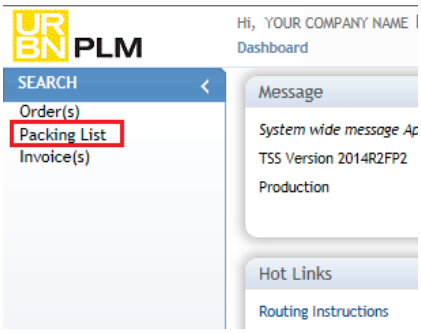
*To search for a packing list that was previously created go to Search **>** Packing List from the left hand side of the Dashboard.*



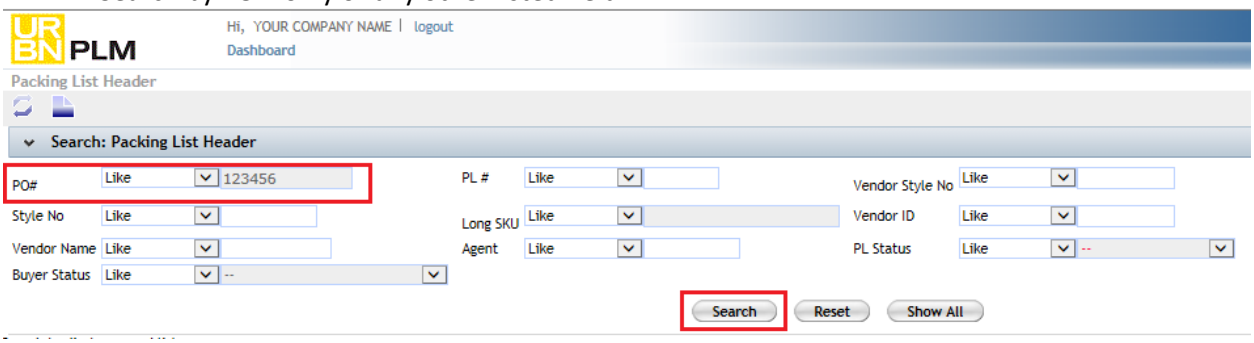
- If the packing list is not found under the search menu it was most likely built and then deleted. In this case, the PO status will need to be switched from PACKED to NEW to build a new packing list. This can be done in the *Reset PO to Build Packing List* query.

Q: How can I search for or update a previously created packing list?

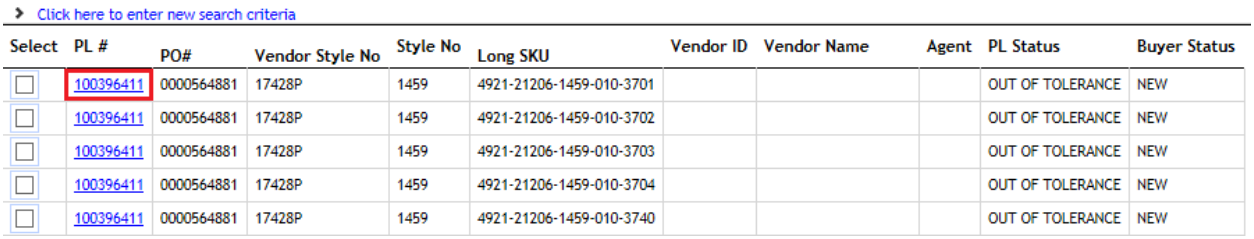
1. To search for an existing packing list (meaning the *Create a Packing List* step was already completed) go to *Search **>** Packing List* from the left hand side of the dashboard.



2. Search by PO # only or any other listed field.



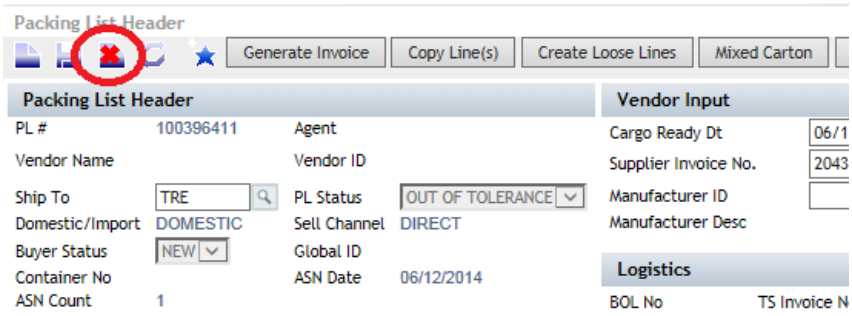
3. Click the blue, underlined packing list number (PL#) to enter into the packing list screen



Select	PL #	PO#	Vendor Style No	Style No	Long SKU	Vendor ID	Vendor Name	Agent	PL Status	Buyer Status
☐	100396411	0000564881	17428P	1459	4921-21206-1459-010-3701				OUT OF TOLERANCE	NEW
☐	100396411	0000564881	17428P	1459	4921-21206-1459-010-3702				OUT OF TOLERANCE	NEW
☐	100396411	0000564881	17428P	1459	4921-21206-1459-010-3703				OUT OF TOLERANCE	NEW
☐	100396411	0000564881	17428P	1459	4921-21206-1459-010-3704				OUT OF TOLERANCE	NEW
☐	100396411	0000564881	17428P	1459	4921-21206-1459-010-3740				OUT OF TOLERANCE	NEW

Q: How can I delete a packing list?

While in the packing list detail screen, select the delete record button in the upper left hand corner.



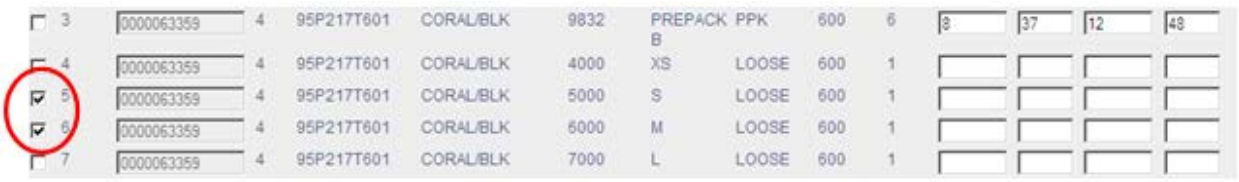
Q: Why is my packing list status OUT OF TOLERANCE?

URBN allows vendors to ship a variance of + or - 5% at the SKU level. If exceeded, the packing list will indicate an OUT OF TOLERANCE status upon submission. In this event, you must notify the buyer to update the PO to match what is shipping. If you are in fact shipping the exact amount of units on the PO, you may have filled out your packing list incorrectly. Please check all totals to ensure you have entered the correct number of units.

Q: How can I build a carton when I am combining multiple styles, sizes, and/or colors in a single box?

You need to create a ***Mixed Carton***.

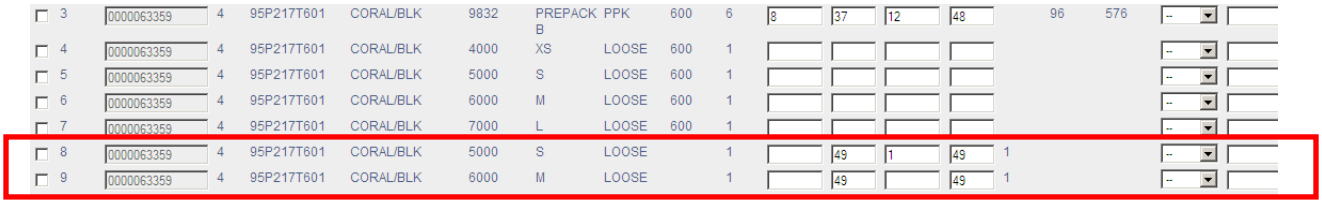
1. Select the SKU's that are being packed together in a single carton (there should be nothing entered in the required fields at this point).



2. Once the SKU's are selected, click the "Mixed Carton" button.

3. The lines selected will duplicate at the bottom into a *mixed carton.* **The next number in the carton sequence will automatically populate in the Start and End Carton fields. The # of Cartons field will also automatically populate to 1.**

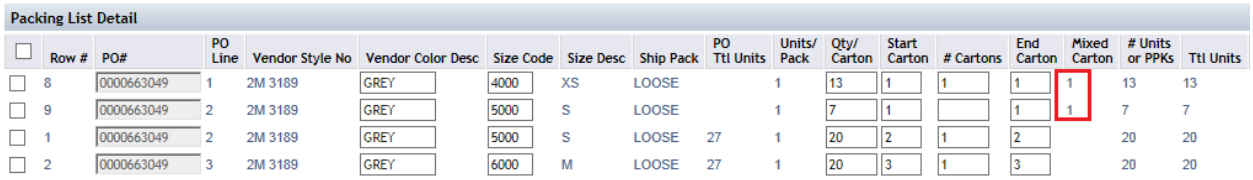
For example: If the mixed SKU carton is Carton # 49 below, the fields for Carton # 1-48 should be completed first and then create the mixed carton.



3	0000063359	4	95P217T601	CORAL/BLK	9832	PREPACK B	PPK	600	6	8	37	12	48		96	576	--	
4	0000063359	4	95P217T601	CORAL/BLK	4000	XS	LOOSE	600	1								--	
5	0000063359	4	95P217T601	CORAL/BLK	5000	S	LOOSE	600	1								--	
6	0000063359	4	95P217T601	CORAL/BLK	6000	M	LOOSE	600	1								--	
7	0000063359	4	95P217T601	CORAL/BLK	7000	L	LOOSE	600	1								--	
8	0000063359	4	95P217T601	CORAL/BLK	5000	S	LOOSE		1		49	1	49	1			--	
9	0000063359	4	95P217T601	CORAL/BLK	6000	M	LOOSE		1		49		49	1			--	

4. If the original lines are not needed after the mixed carton is created, please be sure they are deleted. (See below instructions on deleting a row).

*A good way to confirm a "mixed carton" was successfully created is to make sure the new rows populated with a number in the Mixed Carton column. This correctly indicates these SKU's will arrive in the same carton.



Packing List Detail

Row #	PO#	PO Line	Vendor Style No	Vendor Color Desc	Size Code	Size Desc	Ship Pack	PO Ttl Units	Units/ Pack	Qty/ Carton	Start Carton	# Cartons	End Carton	Mixed Carton	# Units or PPKs	Ttl Units
8	0000663049	1	2M 3189	GREY	4000	XS	LOOSE		1	13	1	1	1	1	13	13
9	0000663049	2	2M 3189	GREY	5000	S	LOOSE		1	7	1		1	1	7	7
1	0000663049	2	2M 3189	GREY	5000	S	LOOSE	27	1	20	2	1	2		20	20
2	0000663049	3	2M 3189	GREY	6000	M	LOOSE	27	1	20	3	1	3		20	20